DOCUMENT RESUME

ED 028 302 VT 008 242

Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1968.
Ohio State Univ., Columbus. Center for Vocational and Technical Education.
Spons Agency Office of Education (DHEW), Washington, D.C.
Pub Date 68
Note- 167p.
Available from-The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 ($2.75)
EDRS Price MF-$0.75 HC-$8.45
Descriptors-Agricultural Education, *Annotated Bibliographies, Business Education, Clearinghouses, Distributive Education, Health Occupations Education, Home Economics Education, Indexes (Locaters), Industrial Arts, *Instructional Materials, *Technical Education, Trade and Industrial Education, *Vocational Education

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, General Vocational and Technical Education, and Other Resources. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 008 450). Others are available from the source identified in the abstract. (EL)

ED028302

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

WINTER 1968

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT008242

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Adult and Vocational Research, U. S. Office of Education. It serves a catalytic role in establishing a consortium to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;
2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;
3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;
4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;
5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and in-service education program;
6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESEARCH INFORMATION CENTER LOCATED IN THE U. S. OFFICE OF EDUCATION.

Abstracts of
Instructional Materials
in
Vocational and Technical Education (AIM),

WINTER 1968

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ERIC Clearinghouse
The Center for Vocational and Technical Education,
The Ohio State Univ~~ersity~~
1900 Kenny Road, Columbus, ~~Ohio~~ 43210

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Abstracts of Instructional Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscription is $9.00 per year. Send order to Publications Clerk, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education through these publications.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of AIM and ARM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the quarterly publications, Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc. Other reviews may focus on specific problems.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic, $21.00 a year; foreign, $5.25 additional. Single copy: Domestic, $1.75 Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats -- resumes and indexes -- to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Personal and Institutional Author Index

Document Number Index

Conversion of Document Number (VT to ED or MP, ED or MP to VT)

Subject and Identifier Index

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 are available only on microfiche or facsimile copy. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014, using the following information.

ED 013 337	Fall 1967 AIM	MF - $.75	or	HC - $7.48
ED 015 336	Winter 1967 AIM	MF - $.75	or	HC - $7.88
ED 017 745	Spring 1968 AIM	MF - $.75	or	HC - $7.96
ED 020 441	Summer 1968 AIM	MF - $.75	or	HC - $7.04
ED 023 936	Fall 1968 AIM	MF - $.75	or	HC - $7.48

Please add a special handling charge of 50 cents to any order which totals less than $3. Payment must accompany orders totaling less than $5. Orders from states with sales tax laws must include payment of appropriate tax or include exemption certificates. A 25-percent service charge, calculated to the nearest cent, must accompany orders from outside the United States, its territories, and possessions.

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

Publications Clerk
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. If a document is not available from EDRS, the source of availability is in the resume. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas.

Documents which are a part of the VT-ERIC collection and are not announced in Research in Education are included in ARM and AIM. A VT number only is supplied on the resume. Documents which can be microfiched are grouped in VT number sequence as a microfiche set for each issue of AIM and ARM. Each set is announced in RIE under a single ED number. The Fall 1967 - Summer 1968 Microfiche Collections contain local clearinghouse VT documents and ED documents. Beginning with Fall 1968, the microfiche set will contain only clearinghouse documents. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50

It should be noted that organizations which have standing orders with EDRS for all VT-ERIC microfiche in RIE, or for the total microfiche collections in RIE will automatically receive the AIM and ARM microfiche collection.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears without a number	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. To save time, request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

The Prices for microfiche changed January 1, 1968. The price for Standing Orders (all ERIC Documents) was reduced to 8.4¢ per fiche and was increased to 25¢ per fiche for individual titles. To compute the cost of individual microfiche announced prior to January 1, 1968 use the following table:

IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE	IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE
$.09	$ .25	$.54	$1.50
.18	.50	.63	1.75
.27	.75	.72	2.00
.36	1.00	.81	2.25
.45	1.25	.90	2.50

Microfiche cost of documents announced in this issue are based on the new price schedule.

"HC" stands for hard copy--reproduction on paper in easy-to-read form. To order hard copy reproductions from this and earlier issues, increase the price shown in the document resume entry by 25 percent, effective immediately. When documents are marked "not available from EDRS", other sources are shown.

Payment must accompany orders totaling less than $5. Add a special handling charge of 50 cents to all orders which total less than $3. The ERIC Document Reproduction Service is registered to collect sales taxes. Orders from States which have sales tax laws should include payment of the appropriate tax or tax exemption certificate.

Foreign orders: A 25-percent service charge, calculated to the nearest cent, must accompany orders from outside the United States, its territories, and possessions. This service charge is applicable to orders for microfiche (MF) and hard copy (HC).

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. Coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

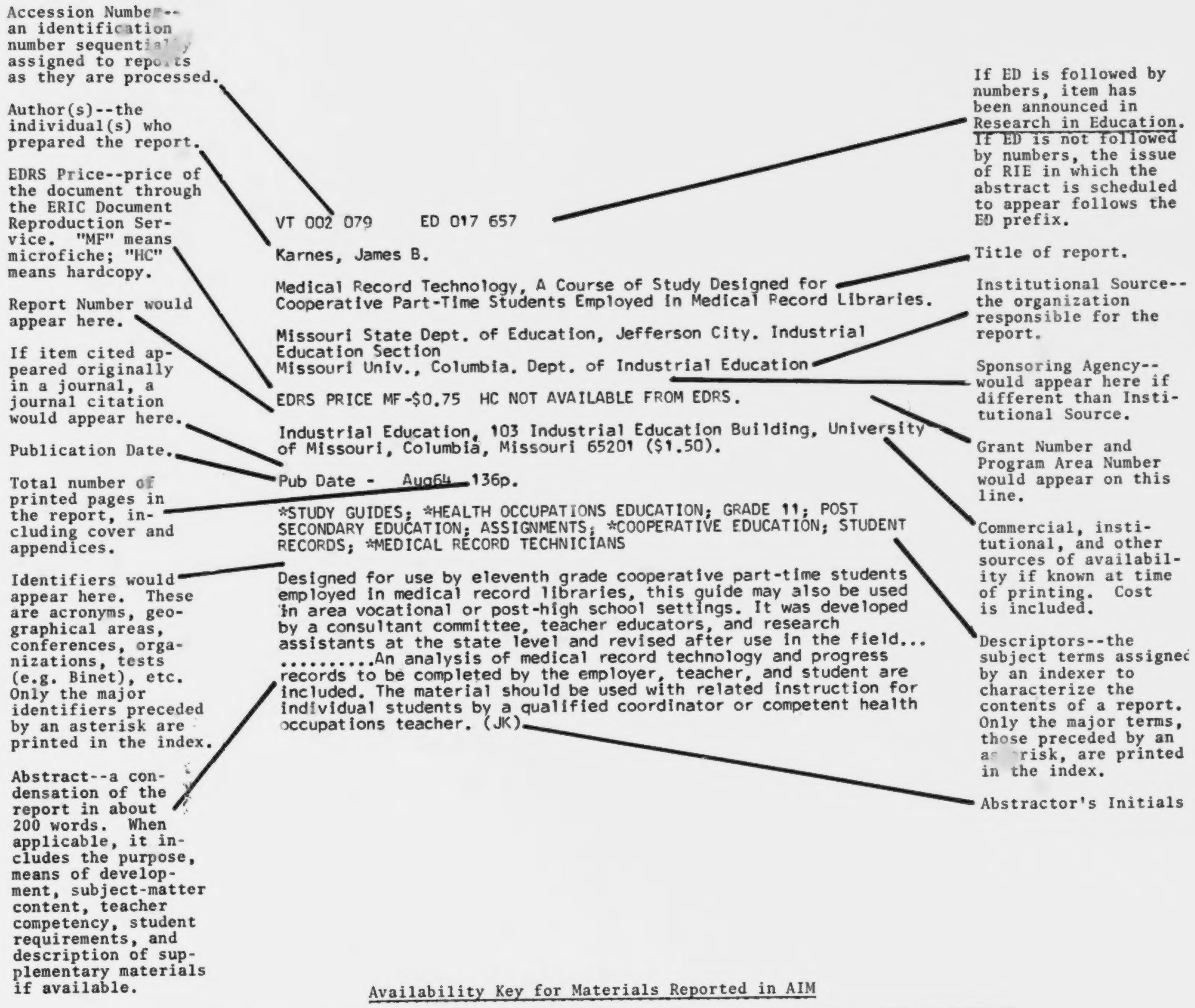
Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Center.

Abbreviations

AIM	*Abstracts of Instructional Materials in Vocational and Technical Education*
ARM	*Abstracts of Research and Related Materials in Vocational and Technical Education*
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	*Research in Education*
VT	Vocational-Technical

SAMPLE RESUME



VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field... ....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number would appear here.

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date.

Total number of printed pages in the report, including cover and appendices.

Identifiers would appear here. These are acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional Source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears without a number	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability at the end of the abstract.	

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AGRICULTURAL
EDUCATION
SECTION

VT 000 056
Jacks, L.P.
Basic Principles of Plant Science; A Reference Unit for Teaching Basic Principles of Plant Science in Vocational Agriculture Courses in Mississippi.

Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
Mississippi State Univ., State College. Subject Matter Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct64 88p.

*PLANT SCIENCE; *REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; HIGH SCHOOLS; YOUNG FARMER EDUCATION; ADULT FARMER EDUCATION

Developed by a committee of teacher educators, this teacher and student reference is for high school and adult students studying agricultural knowledges and skills. Major units are: (1) Classification of Agricultural Plants, (2) Parts of Plants--Functions of Each, (3) Reproductive Systems and Reproduction, (4) Plant Growth--How It Takes Place, (5) Plant Nutrition, (6) Plant Diseases, (7) Plant Insects (Common to Farm Crops), and (8) Weed Science. Agricultural Education graduates may use this reference in the southeast United States in teaching an agricultural occupations cluster. Supplementary materials include three tables and 11 illustrations. (MS)

VT 000 520
Agricultural Machinery and Equipment; A Guide for Providing Instruction for 11th and 12th Grade Vocational Education in Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Laboratory
North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
North Carolina State Univ., Raleigh. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun64 47p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; *AGRICULTURAL MACHINERY; *TEACHING GUIDES; EQUIPMENT; GRADE 11; GRADE 12

This curriculum guide is for teacher use in planning a 36-week high school course in agricultural machinery and equipment. It was developed cooperatively by teacher educators, state supervisors, and community college personnel. The units are (1) introduction, orientation, and guidance, (2) welding, (3) internal combustion engines, (4) systems of power transmission, (5) farm implements and equipment, and (6) economic management of machinery and equipment. Each unit contains objectives, subunits, and problem areas, suggested resources keyed to a list in the appendix, and suggested teaching-learning activities. A course calendar, a list of basic facilities and equipment, suggestions for supervised practice programs, and a list of texts, supplementary references, and audiovisual aids are included. The document is mimeographed. (DM)

VT 000 801
Love, Gene M., And Others
Quality Milk Production. Teacher Education Series, Volume 5, Number 2.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).
Pub Date - 64 86p.

*TEXTBOOKS; REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *DAIRYMEN; *MILK; *AGRICULTURAL PRODUCTION; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Technical information needed in the production of quality milk is presented in this student handbook for use by upper high school and adult students as text or reference material. It was developed by teacher educators, subject-matter specialists, and vocational agriculture teachers. Major sections are (1) Milk Secretion, (2) Tests for Milk Quality, (3) Sanitation of Milk Equipment, (4) Managed Milking, (5) Herd Health, and (6) Barn and Milk House Management. Agriculture teachers may use this material with students who have an occupational interest in production agriculture. A list of references and milk data are included in pictorial and tabular form. Necessary for teacher use, "Quality Milk Production--A Teacher's Unit Plan" is available as VT 000 800. (WB)

VT 000 954
Galloway, H.O.
Erecting and Managing the Greenhouse in the Vocational Agriculture Program.

Texas A and M Univ., College Station. Agricultural Education Teaching Materials Center
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($.50).
Pub Date - 33p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *GREENHOUSES; HIGH SCHOOLS

Developed by a committee of teachers for a 20-hour course, this student and teacher reference is for use in high schools in the southern United States. Content includes: (1) Planning, Budgeting, and Erecting a Greenhouse, (2) Locating the Work Room and Potting Benches, (3) Heating and Cooling, (4) Modern Watering Techniques, (5) Lighting, and (6) Pest Control. Supplementary information includes: (1) data for construction, heating, and cooling, (2) a plant list for beginners, (3) information for working greenhouse problems, (4) a list of miscellaneous supplies and equipment, (5) a glossary of terms, and (6) a chart for plastic pots. (DM)

VT 000 964
Giles, Floyd A.
Teaching Ornamental Horticulture in Vocational Agriculture.

Missouri Univ., Columbia. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jul64 42p.

*TEACHING GUIDES; AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS

This guide developed by a vocational agriculture instructor, is recommended for a 25-hour course designed to highlight occupational opportunities in ornamental horticulture. Units are (1) Plant Materials, (2) Landscape Structures, (3) Landscape Drawing and Design, (4) Designing Problems, (5) Nurseries and Their Importance, (6) Nursery Practices, (7) Propagation of Nursery Stock, and (8) Marketing Nursery Products. Teaching objectives, suggestions for motivation, student references and teaching aids, problems and study questions, and instructor and student activities are given for each unit. The document is mimeographed and contains line drawing illustrations. Supplementary materials include solutions to student problems, bibliography, and addresses where additional references may be obtained. (DM)

VT 001 012
Harmful Parasites of Domestic Animals. Service Bulletin No. 1.

Arizona Univ., Tucson, Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun63 67p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *LIVESTOCK; *PARASITOLOGY; HIGH SCHOOLS

Principles, life cycles, and terminology of animal parasites are outlined to assist teachers in increasing student understanding of animal parasites that affect the major animal enterprises of the community. Subject matter specialists developed this material for use in high school vocational agriculture classes in the southwest United States. Content includes an overview of parasitology and parasites affecting cattle, sheep, swine, horses, poultry, dogs, and cats. Economic importance, life cycle, damage, symptoms, treatments, prevention, and references are included for each of 31 parasites. Supplementary materials include 20 illustrations to illustrate the life cycle of the various parasites, a glossary of 54 terms, and a list of references. (DM)

VT 001 013
Introduction to Animal Diseases. Service Bulletin Number 2.

Arizona Univ., Tucson. Dept. of Agricultural Education
Arizona State Dept. of Vocational Education, Phoenix
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr65 36p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *LIVESTOCK; *DISEASES; VETERINARY MEDICINE; DISEASE CONTROL; HIGH SCHOOLS

Designed by subject matter specialists for use by teachers, this reference is recommended for introductory instruction in animal diseases. Information is discussed concerning: (1) the importance, definition, and history of animal diseases, (2) indications of animal health, (3) classification of animal diseases, (4) the speed of communicable diseases, (5) how communicable diseases cause ill health, (6) how animals are protected from disease, and (7) methods of administering medication. The material was written for high school vocational agriculture classes in the southwest United States as part of a unit in production agriculture. Supplementary materials include a 7-item reference list and an 80-word glossary. (DM)

VT 001 014
Dawson, C.G.
Cotton Picker Operation and Maintenance, A Short Course for Operators of Cotton Pickers. Adult Education in Agriculture, Agricultural Technology. Course Content Guide (Tentative).

North Carolina State Board of Education, Raleigh. Curriculum Laboratory
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun64 15p.

*COTTON (FIELD CROP); *AGRICULTURAL MACHINERY; ADULT VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *HARVESTING

Designed to assist operators and owners of cotton pickers in operating and maintaining their machines, this course aims to improve the effectiveness and efficiency of mechanical cotton harvesting. The course outline was developed by an agricultural and biological education consultant and evaluated by instructors for teacher use in adult education in community colleges or technical institutes. Subjects covered are (1) cultural practices affecting harvesting and quality of lint, (2) effect of harvest conditions, (3) harvester principles, (4) picker efficiency, (5) machine operation principles, (6) field operation, (7) maintenance and repair, (8) precautions, (9) cotton handling principles, and (10) year-end activities. The teacher should be a cotton picker mechanic. Supplementary materials include a cotton picker operators' check list, a performance report form, and a list of timely tips for mechanical picking. (DM)

VT 001 027
Hemp, Paul E.; Krebs, Alfred H.
A Study Guide for Placement-Employment Programs in Agricultural Business and Industry.

DOCUMENT NOT AVAILABLE FROM EDRS.
Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832 ($2.50).
Pub Date - 64 182p.

*WORKBOOKS; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *COOPERATIVE EDUCATION; EMPLOYMENT EXPERIENCE; HIGH SCHOOLS; POST SECONDARY EDUCATION

Developed by teacher educators for use in high schools, area vocational schools, and community colleges, this guide is for a study of agricultural businesses by students interested in off-farm agricultural jobs. Content includes: (1) employment training, (2) opportunities in agriculture, (3) employment experience opportunities, (4) the school-business team, (5) acquiring self-knowledge, (6) knowing work laws , (7) getting a job, (8) planning an experience program, (9) studying the agricultural business, (10) recognizing employer and employee responsibilities, (11) knowing and selling products and services, (12) developing customer relations, (13) purchasing, pricing, and promoting products and services, (14) transporting and storing products, (15) keeping business records and inventories, (16) promoting safety, and (17) improving business. Designed as a work book for students involved in occupational placement, the guide contains forms for making plans, conducting surveys, and practicing competencies. References are listed. (DM)

VT 001 081 ED 022 840
Animal Science, Including Instruction in Agricultural Mechanics, Careers, Leadership, and Supervised Occupational Experience.

Missouri State Dept. of Education, Jefferson City. Agricultural Education Section
Missouri Univ., Columbia. Dept. of Agricultural Education

EDRS PRICE MF-$1.75 HC-$17.16
Pub Date - 427p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL OCCUPATIONS; *ANIMAL SCIENCE; AGRICULTURAL ENGINEERING; LEADERSHIP; SUPERVISED FARM PRACTICE; AGRICULTURAL PRODUCTION; INSTRUCTIONAL AIDS; GRADE 9; TRANSPARENCIES

Developed and reviewed by a committee of 16 teachers, the state supervisory staff, and the teacher education staff, this curriculum guide is for vocational agriculture teacher use with ninth grade students interested in agricultural occupations. Some objectives for this 1-year course in animal science are: (1) to develop competencies in agricultural occupations, (2) to develop appreciation for the significance of the animal industry, (3) to understand livestock production and marketing, (4) to develop fundamental knowledge and skills in agricultural mechanics, (5) to discover career opportunities in agriculture, (6) to develop leadership, (7) to apply classroom learning. Included are sections on careers, leadership, supervised occupational experience, animal science, production agriculture, and agricultural mechanics. Each unit contains objectives, references, suggestions for student motivation, a subject outline, the recommended teaching procedure, and a summary. Supplementary materials include 59 student handouts and 112 pages for transparencies. (DM)

VT 001 150
Sachs, Roy M.
Seeds and Seedlings.

California State Dept. of Education, Sacramento. Bureau of Agricultural Education
California Univ., Davis. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 29p.

*REFERENCE MATERIALS; HIGH SCHOOLS; *VOCATIONAL AGRICULTURE; *PLANT GROWTH; *LABORATORY EXPERIMENTS; *SCIENTIFIC METHODOLOGY

Developed by a specialist in landscape horticulture, this reference contains textual material and botanical experiments for use by secondary school students. Content includes sections on anatomy and growth, seed germination, seedling growth, and nutrition and plant growth. Each section contains basic information, experiments and illustrations to emphasize learning principles and the scientific method. The directions for making experimental solutions are included. (DM)

VT 001 415
Ayers, Lewis C.
Small Gasoline Engines; Student Handbook. Teacher Education Series, Volume 7, Number 1.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).
Pub Date - 66 73p.

*LABORATORY MANUALS; *TEXTBOOKS; *VOCATIONAL AGRICULTURE; *ENGINES; HIGH SCHOOLS

Technical information, classroom and laboratory exercises, and definitions of terms needed in the study and operation of small gasoline engines are presented for use by high school students as text and reference material. They were developed under individual authorship by a vocational agriculture teacher with assistance from teacher-educators, tested, and revised. Areas covered are compression, carburetion, ignition, maintenance, and trouble shooting. The time allotment is variable. Teachers with preparation in agricultural mechanics or ornamental horticulture may use this material with students who are majoring in mechanics or horticulture. Pictorial diagrams are included.(WB)

VT 001 424
Ornamental Horticulture; A Guide for Developing the Instructional Program. Series B, Misc. No. 37A.

Illinois State Board of Vocational Education and Rehabilitation, Springfield. Vocational and Tech. Ed. Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug66 43p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; HIGH SCHOOLS; JOB SKILLS; *PROGRAM GUIDES; CURRICULUM; COOPERATIVE EDUCATION

Developed by a committee of teachers and teacher educators, this curriculum guide is for use in developing an instructional program in ornamental horticulture for high school students. Content includes: (1) problem areas of orientation and guidance, arboriculture, plant propagation, greenhouse management, nursery management, horticultural mechanics, turf management, landscaping, flowers and ornamental plants, soils and fertilizers, general business and office skills, sales and service, and product and service information, (2) a 4-year program outline containing an introduction to ornamental horticulture, ornamental horticulture science, ornamental horticulture mechanics, and ornamental business operations, (3) a 2-year program outline for basic and advanced ornamental horticulture, (4) sample teaching plans and laboratory exercises, and (5) supervised ornamental horticulture occupational experience programs with a sample training agreement and competencies needed for a student to learn in the work experience program. Supplementary materials include an organizational flow chart, glossary of terms, suggested facilities and equipment list, and a reference list. (DM)

VT 001 438
Padilla, Napoleon S.
Techniques of Welding, A Short Course in Welding Practices. Course Content Guide.

North Carolina State Board of Education, Raleigh. Curriculum Laboratory
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan65 21p.

ADULT VOCATIONAL EDUCATION; *WELDING; *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; COMMUNITY COLLEGES

This guide is for teacher use in planning a community college or technical institute course for adults in welding. It was developed by a curriculum specialist and evaluated by instructors in community colleges. The course objective is to teach the various processes used for joining materials by welding. Skill areas include oxyacetylene welding, arc welding, filler metals, gases, currents, and weldability of metals. The document contains material concerning history and definition, metal identification, handling metals, oxyacetylene welding and cutting, and electric arc welding. The teacher for this 60-hour course should be a qualified welding instructor. A student survey form and reference and visual aid lists are included as supplementary material. (DM)

VT 001 450
Burgett, Donald
Suggested Teaching Demonstrations in Agricultural Mechanics.

State Univ. of N.Y., Ithaca. Agricultural Education Div. at Cornell Univ.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan63 23p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; FARM MECHANICS (OCCUPATION); FARMERS; *AGRICULTURAL ENGINEERING; HIGH SCHOOLS; POST SECONDARY EDUCATION; YOUNG FARMER EDUCATION; *DEMONSTRATIONS (EDUCATIONAL)

Developed by a committee of teachers, these teaching demonstrations in agricultural mechanics are for use in lesson planning by vocational agriculture teachers trained in agricultural mechanics. Adjusting valves, calibrating grain drills, caring for weed sprayers, framing common rafters, operating a carbon arc torch, preparing grain drills for storage, replacing ignition points, and winterizing cooling systems are the eight demonstrations included. Each demonstration contains objectives, materials needed, teacher preparation, introduction, references, demonstration steps, and suggestions for follow-up. Approximately 1½ hours per demonstration is recommended for students of at least 9th grade level with a basic knowledge of mathematics, mechanics, and farming. Operator's manuals should be used as an additional reference source. (DM)

VT 001 501
Suggestions for Developing Courses of Study in Agricultural Business.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($.50).
Pub Date - 67 55p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; GRADE 11; GRADE 12; COOPERATIVE EDUCATION; DISTRIBUTIVE EDUCATION; *CURRICULUM DEVELOPMENT

Designed by business and agricultural specialists and field tested in six high schools during 1965-1966, this curriculum guide is for use by teachers, supervisors, area directors, and school administrators in program planning. Section I contains guidelines on course description, units of credit and sequences, relationships to other courses, and supervised occupational experience. Section II, a suggested course of study for Agricultural Business 3, includes: (1) Orientation and Guidance, (2) Servicing and Maintaining a Place of Business and Developing Communication Skills, (3) The Organization of Agricultural Businesses, (4) Merchandising, (5) Agricultural Salesmanship, (6) Internal Agricultural Business Record Keeping, (7) Agricultural Products, Services, and Marketing Information, (8) Employer-Employee Relationships, (9) Personal Financial Planning, and (10) Computations in Agricultural Business. The suggested course of study for Agricultural Business 4 in Section III contains units on: (1) Orientation and Guidance, (2) Using Communication Skills and Operating an Agricultural Business, (3) Providing Insurance for Agricultural Businesses, (4) Understanding and Paying Taxes, (5) Finance and Credit in Agricultural Businesses, (6) Personnel Management in Agricultural Businesses, (7) Record Keeping Management, (8) Legal and Ethical Aspects of Agricultural Businesses, (9) Merchandising Management, and (10) Owning and/or Operating an Agricultural Business. Agricultural Business 3 should be elected by pupils interested in preparing for entry occupations and Agricultural Business 4 by those seeking managerial responsiblity. (DM)

VT 001 644
Clark, Raymond M.; Meaders, O. Donald
Function Approach to Identifying Curricular Content Appropriate to Vocational-Technical Education Programs.

Michigan State Univ., East Lansing. Dept. of Secondary Education and Curriculum
MF AVAILABLE IN VT-ERIC SET.
RR-21
Pub Date - Mar68 24p.

*CURRICULUM RESEARCH; *OFF FARM AGRICULTURAL OCCUPATIONS; *CURRICULUM DEVELOPMENT; *VOCATIONAL AGRICULTURE; RESEARCH REVIEWS (PUBLICATIONS); EDUCATIONAL NEEDS

A process for determining content to develop training programs for agricultural business and industry is described. The function approach is geared to the identification of the functions of industry which must be performed in order for it to be successful or to continue in operation: processing, transporting, purchasing, selling, and accounting. The activities necessary for accomplishing the functions are then determined. These, in turn, are used as a basis for identifying the competencies needed by the individuals who are expected to perform the activities. The functions and activities of an industry become the focal point from which curricular inputs are identified in planning vocational-technical education programs to meet the needs of students for successful employment in the industry. Several studies performed at Michigan State University from 1958 to 1967 developed the functions approach for (1) non-farm agricultural business, (2) dairy equipment industry, (3) feed industry, (4) farm equipment, (5) greenhouse industries, and (6) agricultural chemical industry. These studies are reviewed. (MM)

VT 001 657
Vaughan, Glenn A., Comp.
Plant Propagation Calendar.

California State Dept. of Education, Sacramento. Bureau of Agricultural Education
California Univ., Davis. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jul65 16p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; ORNAMENTAL HORTICULTURE; ORNAMENTAL HORTICULTURE OCCUPATIONS; *PLANT PROPAGATION; *NURSERY WORKERS (HORTICULTURE)
CALIFORNIA

For use in a course in ornamental horticulture, this student and teacher reference contains propagation calendars for greenhouse crops; woody plants; evergreens; bulbs, corms, and tubers; water plants; orchids; and cacti. General information concerning propagation of evergreens, deciduous plants, vines, hardy perennials, palms, and ferns and a reference list are included. (DM)

VT 001 675
Pesticides; A Short Course in Pesticide Technology for Dealers, Handlers, and Salesmen. Course Content Guide.

North Carolina State Board of Education, Raleigh. Curriculum Laboratory
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May64 25p.

*TEACHING GUIDES; CURRICULUM GUIDES; COMMUNITY COLLEGES; *AGRICULTURAL SUPPLY OCCUPATIONS; *AGRICULTURAL CHEMICAL OCCUPATIONS; *PESTICIDES; *AGRICULTURAL EDUCATION; ADULT VOCATIONAL EDUCATION

This guide is for teacher use in planning a community college or technical institute course for adults in pesticide technology. Its objective is to improve the effectiveness of retail sales personnel and others who advise farmers on the use of pesticide chemicals. The course outline covers (1) the importance of a thorough knowledge of pesticides, (2) kinds of pesticides, (3) terms used in pesticide work, (4) proper application and safety measures, (5) sources of pest control information, and (6) specific recommendations for field crops, ornamental vegetables, fruit crops, livestock, pets, and household pests. The teacher for this 30-hour course should be an agricultural college graduate with course work in pesticides. Suggestions for course arrangement, recommended references and a student survey form are included. (DM)

VT 001 911
A Guide for Vocational Agriculture Students with Occupational Objectives in Dairy Farming.

Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
Louisiana State Univ., Baton Rouge
MF AVAILABLE IN VT-ERIC SET.
Vo-Ag-Ed-No-15
Agricultural Education Department, Louisiana State University, 204 Field House, Baton Rouge, Louisiana 70803 (single copies without charge).
Pub Date - Nov66 69p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *DAIRYMEN; *AGRICULTURAL PRODUCTION; MILK; HIGH SCHOOLS; CATTLE

Developed for use as a guide for high school students in vocational agriculture who are interested in dairy farming as a career, this reference contains major units of: (1) Entering Dairy Farming, (2) Financing a Dairy Enterprise, (3) Estimated Cost of Beginning an Economical Dairy Operation in Louisiana, (4) Income That Can Be Expected from Dairying, (5) Milk Production Trends, (6) The Available Markets for Milk Produced in Louisiana, (7) Dairy Products Outlook, and (8) Risks Involved in the Dairy Enterprise. Supplementary materials include 11 tables, two charts, a map depicting Louisiana fluid and manufacturing milk markets, and a list of selected references. (DM)

VT 002 200
A Training Program for Vocational Agriculture in Gardening and Groundskeeping.

Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
Louisiana State Univ., Baton Rouge. School of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vo-Ag-Ed-No-22
Agricultural Education Department, Louisiana State University, 204 Field House, Baton Rouge, Louisiana 70803 (single copies without charge).
Pub Date - Sep67 141p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *GROUNDS KEEPERS; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS

Developed for use by teachers of vocational agriculture in preparing students for employment in gardening and groundskeeping, this high school student reference contains units of: (1) Operating, Repairing and Maintaining Small Power Equipment, Tractors, and Allied Equipment, (2) Use and Care of Hand Tools Used in Gardening and Groundskeeping, (3) Establishing and Caring for Lawns, Turfs, and Gardens, (4) Recognizing and Controlling Lawn, Turf, and Garden Pests, Insects, and Diseases, and (5) Human Relations and Job Procurement. Each of the 22 lessons contains objectives, motivation, subject matter content, discussion, student participation, and teaching aids and references. (DM)

VT 002 377
Weston, Curtis R., And Others
How to Build a Trailer-Loading Chute.

Missouri State Dept. of Education, Jefferson City
Missouri Univ., Columbia. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan64 15p.

*AGRICULTURAL EDUCATION; WELDING; *STUDENT PROJECTS; MANUFACTURING; ASSEMBLY (MANUFACTURING); *AGRICULTURAL ENGINEERING

Developed by graduate students as part of a class project, this construction plan is for teacher and student use in a course in agricultural mechanics. It contains line drawings, the bill of material, and a narrative description. The teacher should have received shop training and students should be of advanced standing. The document is illustrated with eighteen photographs. (DM)

VT 002 382
Weston, Curtis R.
Teaching Electricity in Vocational Agriculture. Fourth Edition.

Missouri Univ., Columbia. Dept. of Agricultural Education
Missouri State Dept. of Education, Jefferson City
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May66 29p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *ELECTRICITY; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS

Electrical power suppliers and agricultural engineering personnel assisted in developing this guide for teacher use in planning a 25-hour course for agricultural mechanics students. Teaching plans are included for the jobs (1) Understanding How Electricity Affects Us, (2) Understanding Basic Electrical Terms, (3) Understanding Magnetism and Electromagnetic Induction, (4) Selecting Wire Sizes and Types, (5) Understanding the Principles of Wiring Switches and Circuits, (6) Providing Circuit Protection, (7) Selection, Operation and Care of Electric Motors, and (8) Planning the Farmstead Wiring. Jobs one through six are recommended for 10th grade and jobs seven and eight for either 11th or 12th grade vocational agriculture. Each teaching plan contains objectives, suggestions for motivation, references, problems and study questions, instructor and students activities, and safety factors. The teacher should have had training in electricity. The document is illustrated with line drawings, and a supplementary reference list is included. (DM)

VT 002 610   ED 023 794
Binkley, Harold
Courses of Study in Agricultural Occupations (Agricultural-Supply Businesses--Sales and Service) for Reidland High School, Department of Vocational Agriculture.

Kentucky Univ., Lexington. Dept. of Agricultural Education
EDRS PRICE MF-$1.00 HC-$10.24
Pub Date - Jan67 254p.

TEACHING GUIDES; *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; HIGH SCHOOLS; *AGRICULTURAL SUPPLIES

This high school agricultural occupations teacher's guide was developed as part of a pilot program and tested at Reidland High School. The course objective is to develop skills and understandings needed in agricultural supply sales and service. Units are (1) Opportunities in Agricultural Occupations, (2) Orientation to the Training Program, (3) Organization of Distributive Businesses, (4) Agricultural Mathematics, (5) Human Relations and Personality Traits, (6) Store Skills, (7) Salesmanship and Selling, (8) Feeds, (9) Seeds, (10) Fertilizers, and (11) Agricultural Chemicals. The outline for each unit contains (1) learnings needed to reach the objective, 92) suggestions for introducing the unit, (3) student goals, (4) information for providing the class instruction, (5) teaching suggestions, (6) suggested student participation, (7) decision making ideas, and (8) references. The one-year course should be used by teachers competent in agricultural sales and service. Pre tests and post tests for each unit, illustrations when needed for clarity, and evaluative questionnaires for completion by the teacher, student, and the employer or supervisor are included. (DM)

VT 002 669
A Suggested Training Guide for Sweet Potato Production in Louisiana.

Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
Louisiana State Univ., Baton Rouge. School of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vo-Ag-Ed-No-23
Agricultural Education Department, Louisiana State University, 204 Field House, Baton Rouge, Louisiana 70803. (single copies of this document are available without charge).
Pub Date - Oct67 95p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL PRODUCTION; HIGH SCHOOLS; *POTATOES (FIELD CROP)

Developed for use by teachers of vocational agriculture in preparing high school students for sweet potato production, this reference contains major units of: (1) Requirements of the Sweet Potato Enterprise, (2) Selection, Operation and Maintenance of Machinery and Equipment Used in Sweet Potato Production in Louisiana, (3) Production of Planting Stock for the Sweet Potato Enterprise, (4) Field Production Practices of the Sweet Potato Enterprise, (5) Sweet Potato Insect and Disease Control, (6) Harvesting the Sweet Potato Crop in Louisiana, (7) Curing and Storage of Sweet Potatoes, and (8) Marketing the Sweet Potato Crop in Louisiana. Each of the 13 lessons lists the objectives, motivation, subject matter content, discussion, student participation, and teaching aids and references. (DM)

VT 003 616   ED 018 637
A Guide for Preparing Courses of Instruction in Vocational Agriculture in Michigan.

Michigan State Board of Education, Lansing. Div. of Vocational Education
EDRS PRICE MF-$0.25 HC-$1.00
MSBE-Bull-2151
Pub Date - 66 23p.

*VOCATIONAL AGRICULTURE; COURSE CONTENT; OCCUPATIONAL CLUSTERS; HIGH SCHOOLS; *EDUCATIONAL OBJECTIVES; *CURRICULUM DEVELOPMENT; AGRICULTURAL SKILLS

The major objectives of this document are to assist vocational agriculture teachers in developing courses of instruction designed to meet the needs of persons preparing for gainful employment in agriculture and to help those currently employed in agriculture who wish to improve and advance in their occupation. A chart showing a flexible 4-year high school program for vocational agriculture offering basic agricultural instruction in grades nine and ten and more specialized occupational training during grades 11 and 12 is presented and eight administrative and 17 operational guiding principles for curriculum change are listed. Major objectives of vocational agriculture education concern developing (1) agricultural competencies needed to engage in production agriculture and other agricultural occupations, (2) an understanding and appreciation of career opportunities and preparation needed, (3) the ability to secure satisfactory placement, and (4) human relations skills and attitudes, leadership abilities, and civic responsibilities. Job and service, supplies and equipment, landscape horticulture, manufacturing and processing, livestock marketing and processing, other livestock industry, poultry industry, crops marketing and processing, wildlife and recreation, and farm service. A three-page bibliography is included. (WB)

VT 003 618
A Suggested Course of Study in the Farm Business Analysis Approach to Teaching Farm Management in Cooperation with the Nebraska Electronic Record-Keeping Project.

Nebraska State Dept. of Education, Lincoln. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct64 78p.

*TEACHING GUIDES; *AGRICULTURAL EDUCATION; *ADULT FARMER EDUCATION; *FARM MANAGEMENT; *FARM ACCOUNTS; YOUNG FARMER EDUCATION
*NEBRASKA ELECTRONIC RECORD-KEEPING PROJECT

Developed by the State Department of Education staff, this guide is for use in teaching a course in farm business analysis to adult and young farmers and secondary school students. Content includes the suggested procedure, a course outline, recommended meeting dates for Farm Management I, and lesson outlines for the following 10 classes: (1) A New Approach to Farm Management and Farm Business Analysis, (2) How Can I Make

Accurate Inventories, (3) Depreciation: How, What, and Why, (4) How Can I Keep Monthly Cash Expenses, Receipts, and Livestock Check Tables, (5) How Can a Farm Family Measure Its Progress, (6) What Are the Basic Goals or Needs of Your Family, (7) How Important Is Crop Planning, (8) What Is the Value of Family Living Records, (9) How Can We Interpret the First Quarterly Summary, and (10) Current Problem Meeting. Agriculture teachers may use this material with established farmers in developing an adult farmer class in farm management and farm business analysis. (DM)

VT 003 671
Henderson, G.E.
Planning a Farm-Shop Layout.

Southern Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($1.40).
Pub Date - Jul65 50p.

*TEXTBOOKS; *AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *BUILDING DESIGN; DESIGN PREFERENCES; FARMERS; *FARM STRUCTURES; UNITS OF STUDY (SUBJECT FIELDS)

This reference is for teacher and student use in designing a shop service building for a farm. It was developed by a subject area specialist and reviewed by industry representatives, educators, and specialists. Units are: (1) Whether to Build a Farm Shop, (2) What Type of Shop to Build, (3) Where to Locate the Shop, (4) How to Determine Size and Location of Service Area, (5) How to Arrange Your Metalworking Area, (6) How to Arrange Your Woodworking Area, (7) How to Arrange Miscellaneous Equipment, (8) How to Arrange Your Storage Space, (9) How Much Window Space and Where to Locate, (10) What Kind of Heating System to Install, (11) What Kind of Ventilating System to Use, (12) How Much and What Kind of Lighting, (13) What Outlets and Switches to Install, (14) How Many Branch Circuits to Use, and (15) What Size Service-Entrance Equipment to Install. The teacher should be a college graduate in education. The document contains two tables and forty-seven illustrations. The filmstrip entitled "Planning a Farm Shop Layout" is recommended for use with this document. (DM)

VT 003 895
McClure, W.W.; Dawson, C.G.
Custom Spraying; A Short Course Instructional Guide from Agricultural and Biological Education.

North Carolina State Board of Education, Raleigh. Div. of Vocational Technical Programs
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May64 21p.

COMMUNITY COLLEGES; *TEACHING GUIDES; CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *PESTICIDES; *AGRICULTURAL CHEMICAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES

This guide is for teacher use in planning a course for custom spray operators. It was developed by curriculum specialists in agricultural and biological education and evaluated by instructors in community colleges. The outline of this 72-hour course includes (1) Understanding Pesticides, (2) Responsibilities of Those Using Pesticides, (3) Handling Pesticides Safely, (4) Sources of Pesticide Information, (5) Pesticide Terminology and Calculations, (6) Pesticide Application Equipment, (7) Controlling Pests in Field Crops, Tobacco, Cotton, Corn, Soybeans, (8) Small Auxiliary Engines and Mechanics, (9) Economics of Custom Operation, and (10) Customer Relations and Salesmanship. The course is designed for custom spray operators enrolled in community colleges or technical institutes. Teachers should be agricultural college graduates with course work in pesticides. A bibliography of reference material for each section is included in the document. (DM)

VT 003 970 ED 022 858
Instructional Materials Available from Agricultural Education Teaching Materials Center, College Station, Texas. Price List No. 1.

Texas Agricultural and Mechanical Univ., College Station. Agricultural Educ. Teaching Materials Center
EDRS PRICE MF-$0.25 HC-$1.00
Pub Date - Aug67 23p.

*VOCATIONAL AGRICULTURE; *COOPERATIVE EDUCATION; *BIBLIOGRAPHIES; OFF FARM OCCUPATIONS; FARM OCCUPATIONS; *AUDIOVISUAL AIDS; TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; REFERENCE MATERIALS; TEXTBOOKS; STUDY GUIDES

Price lists and order forms are provided for courses of study, lesson plans, and laboratory exercises for vocational agriculture cooperative education and preemployment laboratory training. Courses of study and required references are listed for training employees for: (1) milk, meat, and poultry processing, (2) poultry hatcheries, (3) dairy farms, (4) poultry farms, (5) horticultural occupations, (6) fertilizer sales and services, (7) feed sales and service, (8) veterinary assistants, and (9) agricultural machinery. Also included are filmstrips and slides which supplement each course of study. Ordering instructions and special forms for ordering related materials in package form are provided. (JM)

VT 004 768 ED 023 815
Agricultural Technology Opportunities.

North Carolina State Board of Education, Raleigh. Agricultural Technology Education
EDRS PRICE MF-$0.25 HC-$0.84
Pub Date - Oct63 19p.

*AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *AGRICULTURAL TECHNICIANS; *TECHNICAL EDUCATION; HIGH SCHOOLS; *CURRICULUM; ADULT VOCATIONAL EDUCATION; *OFF FARM AGRICULTURAL OCCUPATIONS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; PROGRAM DESCRIPTIONS; EDUCATIONAL OPPORTUNITIES; ARTICULATION (PROGRAM); COURSE DESCRIPTIONS; POST SECONDARY EDUCATION
NORTH CAROLINA

Agricultural education programs available through North Carolina's newly created system of industrial education center, technical institutes, and community colleges are described. The information is for use by administrators and teachers of adult agricultural courses offered by these institutions and by vocational agriculture teachers and others responsible for counseling high school dropouts and graduates. It describes the need for and organization of career programs, short courses, and upgrading courses, and the relationship of high school vocational agriculture to post-secondary agricultural technology institutions. Major topics are (1) The Importance of Training for Agricultural Occupations, (2) Agricultural Technology Education which briefly describes curriculums offered in the 2-year full-time programs in business, chemicals, equipment, farm business management, and poultry and livestock, (3) Specific Occupational Short Courses for Training Technical Specialists which describes courses in custom spraying, nursery practices, and tobacco grading and marketing, (4) Upgrading Courses for Workers in Non-Farming Agricultural Occupations, which discusses courses in pesticides (30 hours), poultry feeding and management (60 hours), swine feeding and management (30 hours), advanced dairy technology (30 hours), fertilizers and lime (30 hours), liquid fertilizer application (30 hours), grain marketing practices (30 hours), farm engine electrical systems (2 hours), farm tractor hydraulic systems (20 hours), oil burner maintenance (30 hours), and feed mill management, operation, and maintenance (30 hours), and (5) The Interrelationship of Vocational Agriculture and Agricultural Technology Education. (WB)

VT 005 019 ED 021 063
Jenkins, Melvin E.; Allison, Richard C.
Forest Technology, A Suggested Two-Year Post High School Curriculum.

New Hampshire Univ., Durham. Thompson School of Applied Science
EDRS PRICE MF-$2.00 HC-$20.52
Pub Date - Sep66 511p.

*FORESTRY; *AGRICULTURAL TECHNICIANS; TECHNICAL EDUCATION; LIBRARY FACILITIES; *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; PHYSICAL FACILITIES; ADVISORY COMMITTEES; BIBLIOGRAPHIES; PROGRAM DEVELOPMENT; CURRICULUM; PROGRAM GUIDES; EQUIPMENT; POST SECONDARY EDUCATION

Administrators, supervisors, teachers, and advisory committees may use this guide in planning and developing full-time, 2-year, post-high school educational programs to prepare forest technicians. It was developed by educators, professional foresters, employers, and U.S. Office of Education personnel. Program considerations discussed include (1) occupational information regarding technicians, abilities required, and activities performed, (2) faculty, (3) student services, (4) resources, (5) facilities, (6) advisory committees, and (7) continuing education. A general discussion of the curriculum covers a description of the courses, their content, and their relationship to occupational and organizational requirements. The hours required, course descriptions, course outlines, and bibliographies are provided for (1) 13 technical courses such as Elementary Forestry Surveying, Dendrology, Forest Orientation Seminar, and Elementary Forest Measurements, (2) one mathematics and science course, (3) six auxiliary or supporting technical courses such as Botany and Technical Reporting, and (4) four general courses such as Communications Skills and Elementary Business Management. Detailed information is given on library facilities and content, laboratory and physical facilities, and equipping laboratories and their costs. The appendix includes a list of societies pertinent to forest technician education and a procedure for laboratory report writing. An extensive bibliography is included. (JM)

VT 005 292
Description of the New Course of Study in Vocational Agriculture for Alabama.

Alabama State Dept. of Education, Montgomery. Vocational Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun64 7p.

*CURRICULUM; *COURSE DESCRIPTIONS; HIGH SCHOOLS; *VOCATIONAL AGRICULTURE; *STATE PROGRAMS
ALABAMA

The courses described were designed to include training essential for farming and for entry and advancement in related agricultural occupations. Courses in the first 2 years are intended to provide exploratory opportunities, guidance, shop training, and leadership development. Options in the third and fourth year allow selection of training in either agricultural production or business. The objectives of a good vocational agriculture program and the groups it serves are listed. Specific descriptions are given for (1) the first year course--Life Science and General Shop, (2) the second-year course--Agricultural Science and General Shop, (3) the third-year options--Agricultural Production and Mechanics, or Agri-Business and Mechanics, (4) the fourth-year options--Farm Business Management and Engineering or Agri-Business Management and Mechanization, and (5) the fifth-year options--Advanced Agricultural Production or Advanced Agri-Business. (JM)

VT 005 400 ED 020 418
Curriculum Materials; Descriptions and Price List of Materials Developed by the Ohio Vocational Agriculture Curriculum Materials Service.

Ohio Vocational Agriculture Instructional Curriculum Materials Service, Columbus
EDRS PRICE MF-$0.25 HC NOT AVAILABLE FROM EDRS.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 (no charge).
Pub Date - 68 15p.

*VOCATIONAL AGRICULTURE; *CATALOGS; *INSTRUCTIONAL MATERIALS; HORTICULTURE; ANIMAL SCIENCE; SOIL SCIENCE; AGRICULTURAL ENGINEERING; FIELD CROPS; FARM MANAGEMENT; AGRONOMY
OHIO

Pamphlets, slides, tapes, manuals, and an examination are included in this catalog of instructional materials for use by vocational agriculture teachers in high school and adult farmer programs. The materials were developed by vocational agriculture teachers, curriculum specialists, technical specialists, and audiovisual personnel and are categorized under field crops, horticulture, animal science, soils, agricultural engineering, agricultural economics, farming programs, curriculum guides, and careers. Each entry contains the title Agdex code, date, pagination, description, and price. An order form is included. (JM)

VT 005 547
Soldering For Home, Farm, and Shop Applications.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
VAS-3027
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.30).
Pub Date - Feb68 25p.

*SUPPLEMENTARY TEXTBOOKS; *AGRICULTURAL EDUCATION; *SHEET METAL WORK; *SOLDERING; UNITS OF STUDY (SUBJECT FIELDS)

Textual and reference material in soldering for high school, post-high school, and adult students is presented. It was developed by an individual author with assistance from subject matter specialists, teacher educators, supervisors, and teachers. Titles of major divisions are (1) Soldering and Other Metal Joining Processes, (2) Tin-Lead Solders, (3) Soldering Flux, (4) Sources of Heat for Soldering, (5) Soldering

Procedure, (6) Maintaining Soldering Irons, (7) Silver Soldering, (8) Installing Sweat-Type Fittings, (9) Soldering Stainless Steel and Aluminum, (10) Safety Hazards Connected with Soldering, and (11) Shop and Laboratory Applications. Teachers competent in agriculture may use this document with students of average ability with an occupational interest in production agriculture or related fields. The recommended time allotment is 2-8 hours. The document is illustrated with drawings, photographs, and tables. (DM)

VT 005 580
Brown, T.T.
Hatching Egg Production Technology, Tentative Course Plan. Adult Farmer Education, Poultry Production Technology Series.

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 24p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; ADULT FARMER EDUCATION; *POULTRY

Developed by subject matter specialists for teacher use in planning an adult farmer education program in poultry production, this course is designed to aid hatching egg producers in the economical production of eggs which will give a high-percent hatchability of strong chicks. The course includes: (1) Opportunities for Hatching Egg Production, (2) Selection of Preferred Breeds and Strains, (3) Trends in Housing Breeders, Feeding Principles and Practices, (4) Brooding and Housing Equipment, (5) Breeding Flock Management, (6) Care of Hatching Eggs, and (7) Prevention and Control of Poultry Diseases and Parasites. This 20-hour course should be taught by teachers of at least technician level to adult farmers or others in industry needing this type training in the southeastern United States. Supplementary materials include a reference list and a student survey form designed to point out adjustments which should be made in material and methods. (DM)

VT 005 582
General Poultry Production Technology Short Course, Tentative Course Outline.

North Carolina State Dept. of Public Instruction, Raleigh
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 17p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; *POULTRY; ADULT FARMER EDUCATION

Designed by subject matter specialists and staff members, this outline is for use in developing a course to retrain and upgrade poultry producers thereby improving producer efficiency in production of market eggs, matching eggs, and broilers. Content includes: (1) Suggestions for Course Arrangements, (2) Commercial Poultry Production Opportunities, (3) Selecting a Breed, Strain, or Cross, (4) Poultry Housing and Ventilation Problems, (5) Poultry Production Equipment, (6) Incubation, Brooding, and Rearing, (7) Feeding Principles and Practices, (8) Laying and Breeding Flock Management, (9) Preparation for and Marketing Poultry Products, (10) Disease and Parasite Prevention and Control, and (11) a Review, Summary and Evaluation. Teachers should be of technician level or above. Students should be adult poultry farmers or others in a related industry in the southeastern United States. The instructor may determine what adjustments should be made in the material and the best level and methods to use in teaching by use of the student survey contained in the guide. Cited are 26 reference sources. (DM)

VT 005 583
Broiler Production Technology Short Course, Tentative Course Outline.

North Carolina State Dept. of Public Instruction, Raleigh
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 13p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; ADULT FARMER EDUCATION; *POULTRY; *AGRICULTURAL PRODUCTION

Supervisors and specialists in the poultry field developed this outline of a course designed to improve producer efficiency and product quality in commercial broiler production. Content includes: (1) Suggestions for Course Arrangements, (2) When, Where, and How the Broiler Industry Started, (3) Who Should Produce Broilers, (4) Selecting a Breed, Strain, or Cross, (5) Housing and Ventilation Problems, (6) Brooding Equipment, (7) Feeding Principles and Practices, (8) Finishing and Marketing Broilers, Broiler Reports, (9) Broiler Production Management, and (10) Prevention and Control of Diseases and Parasites. This material is recommended for teachers of at least technician level for a 20-hour course in retraining and upgrading adult farmers in the southeastern United States. Supplementary materials include a reference list and a student survey form designed to point out adjustments which should be made in the material and methods. (DM)

VT 005 586
Careers in Agriculture (A Guide for Teachers of Vocational Agriculture), Grade 9.

Connecticut State Dept. of Education, Hartford
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 11p.

*VOCATIONAL AGRICULTURE; *TEACHING GUIDES; REFERENCE MATERIALS; *AGRICULTURAL OCCUPATIONS; GRADE 9; GRADE 10; UNITS OF STUDY (SUBJECT FIELDS); *CAREER OPPORTUNITIES; *ORIENTATION MATERIALS; BIBLIOGRAPHIES

Informatin is provided on agricultural careers for use by administrators, guidance counselors, teachers, parents, and pupils. Career opportunities are listed in agricultural production, services, and business and industry. Content includes objectives, a teaching plan, a partial list of common agricultural careers, and selected references and visual aids. The material is adapted for 9th and 10th grade students in the northeastern United States. (DM)

VT 005 731
Plant Science, Including Instruction in Agricultural Mechanics, Careers, Leadership and Supervised Occupational Experience.

Missouri State Dept. of Education, Jefferson City. Agricultural Education Section
Missouri Univ., Columbia. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 55p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL OCCUPATIONS; *PLANT SCIENCE; AGRICULTURAL ENGINEERING; LEADERSHIP; SUPERVISED FARM PRACTICE; GRADE 10; TRANSPARENCIES

Developed and reviewed by a committee of 16 teachers and the state supervisory staff, this curriculum guide is for vocational agriculture teacher use with 10th grade students interested in agricultural occupations. Some objectives for this 1-year course in plant science are: (1) to develop skills needed in agricultural occupations, (2) to develop an appreciation for the scope and importance of the plant science industry, (3) to understand basic principles of soil science, crop production, and marketing, (4) to develop fundamental knowledge and skills in agricultural mechanics, (5) to discover career opportunities in agriculture, (6) to develop some of the human relations and related skills necessary for job success, (7) to develop leadership, and (8) to apply classroom learning. Content includes sections on careers, leadership, supervised occupational experience, plant science, and agricultural mechanics. Each unit has teaching objectives, a reference list, motivation suggestions, an outline, the recommended procedure, and a summary. Supplementary materials include 10 pages of student handouts, six shop plans, and 82 pages for transparencies. (DM)

VT 005 847
Tractor Transmissions.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Farm and Industrial Equipment Inst., Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($1.10).
Pub Date - 30p.

*REFERENCE MATERIALS; AGRICULTURAL EDUCATION; *FARM MECHANICS (OCCUPATION); *TRACTORS; *TRANSMISSIONS; TEXTBOOKS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); AGRICULTURAL MACHINERY; AGRICULTURAL ENGINEERING

Developed by the farm machinery industry for training of their service personnel, this document is recommended for teacher and student use as part of an occupational cluster in agricultural machinery occupations. The content covers Transmission History, Gears and Bearings in Transmissions, Sliding-Gear Transmissions, and Planetary Gearing. The teacher should be a 4-year college graduate with a major in education. The document contains 24 colorful illustrations and a glossary of 29 terms. (DM)

VT 005 848
Ball and Roller Bearings.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Farm and Industrial Equipment Inst., Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($.50).
Pub Date - 30p.

TEXTBOOKS; *REFERENCE MATERIALS; *AGRICULTURAL EDUCATION; *FARM MECHANICS (OCCUPATION); *AGRICULTURAL MACHINERY; *BEARINGS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); AGRICULTURAL ENGINEERING

Teachers and students may use this reference as part of an agricultural machinery operations and maintenance course. It was developed by tractor industry specialists to train their service personnel. The document contains units on (1) Bearing Nomenclature, (2) Bearing Uses, (3) Bearing Capacities, (4) Shop Area Working Conditions, (5) Removal, (6) Cleaning and Inspection, (7) Replacement, (8) Lubrication, (9) Installation, (10) Failures Due to Improper Servicing, (11) Installation Running Inspection, and (12) Bearing Adjustment Theory. The teacher should be a college graduate in education. Supplementary materials include a glossary and 82 line drawings and photographs. (DM)

VT 005 849
Tractor Hydraulics.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Farm and Industrial Equipment Inst., Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($1.85).
Pub Date - 65 49p.

TEXTBOOKS; *REFERENCE BOOKS; AGRICULTURAL ENGINEERING; *VOCATIONAL AGRICULTURE; *FARM MECHANICS (OCCUPATION); HIGH SCHOOLS; POST SECONDARY EDUCATION; *HYDRAULICS; *TRACTORS

Teachers and students may use this reference as part of an agricultural machinery operation and maintenance course. It was developed by tractor industry specialists to train their service personnel. The document provides an understanding of how and why hydraulic principles improve agricultural machinery efficiency. Content includes (1) definition and theory, (2) system design and component parts, (3) accessories, (4) phenomena causing breakdowns, (5) types of systems, (6) motors, (7) transmissions, (8) fluids, and (9) system maintenance and trouble shooting. The teacher should be a college graduate in education. Fifty-seven illustrations supplement the printed text. (DM)

VT 005 850
The Tractor Electrical System.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Farm and Industrial Equipment Inst., Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($1.85).
Pub Date - 62p.

*REFERENCE MATERIALS; *AGRICULTURAL EDUCATION; *TRACTORS; AGRICULTURAL MACHINERY; *ELECTRICITY; TEXTBOOKS; *FARM MECHANICS (OCCUPATION); AGRICULTURAL ENGINEERING; *ELECTRICAL SYSTEMS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Teachers and students may use this reference as part of an agricultural machinery operation and maintenance course. It was developed by tractor industry specialists to train their service personnel and adapted by the American Association for Agricultural Engineering and Vocational Agriculture for use in schools. Content includes (1) Fundamentals of Electricity, (2) Storage Batteries, (3) Cranking Motor Circuits, (4) Ignition Circuits, (5) Charging Circuits, and (6) Combination Motors and Generators. This module should be taught by a college graduate in education with an understanding of fundamental principles relative to application of electricity to tractors and farm equipment. The text is supplemented with 105 illustrations in color. (DM)

VT 006 164
Clark, Raymond M., And Others
Source Units in Animal Science. Agricultural Education Source Units, No. 6: Animal Science.

Michigan State Univ., East Lansing. Bureau of Educational Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May68 72p.

*TEACHERS GUIDES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; UNITS OF STUDY (SUBJECT FIELDS); GRADE 9; GRADE 10

Developed by teacher educators and state supervisors and reviewed by a committee of vocational agriculture teachers, this teacher's guide is for use with high school students as part of an agricultural occupations cluster. Units are: (1) The Importance of Animals in the Economy, (2) Animals for Milk, Eggs, and Meat Production, (3) Marketing Livestock and Meats, Milk and Milk Products, and Eggs, (4) Animal Nutrition, (5) Animal Housing and Production Equipment, (6) Animal Breeding: Production Records, (7) Animal Sanitation and Disease Control, (8) Animal Parasites and Their Control, (9) Animal Care and Management, and (10) Careers in Animal Industries. Each unit contains a subject matter outline, objectives, principles, problems and questions, and suggested activities for students. Qualified teachers of vocational agriculture may use this material with 9th and 10th grade vocational agriculture boys and girls. The reference list includes 38 books, 128 bulletins, 17 mimeos, 10 visuals, and 19 sources for visuals. (DM)

VT 006 213 ED 022 914
Zikmund, Dale G.
Handbook on Planning and Conducting Cooperative Occupational Education Programs in Off-Farm Agricultural Occupations.

Nebraska Agricultural Experiment Station, Lincoln
Nebraska Univ., Lincoln. Dept. of Agricultural Education
Nebraska State Dept. of Education, Lincoln. Div. of Vocational Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$7.20 OEC-5-85-020 08
BR-5-0069
Department of Information, College of Agriculture & Home Economics, University of Nebraska, Lincoln, Nebraska 68503 ($1.50).
Pub Date - 178p.

*PROGRAM GUIDES; *PROGRAM PLANNING; *COOPERATIVE EDUCATION; *OFF FARM AGRICULTURAL OCCUPATIONS; *VOCATIONAL AGRICULTURE; CURRICULUM GUIDES; HIGH SCHOOLS; PROGRAM DESIGN; PROGRAM DEVELOPMENT

Orientation of vocational teachers to the fundamental concepts of planning and conducting cooperative occupational experience programs in off-farm agriculture is the major objective of this guide. The guide suggests that teachers attend special classes or workshops and consult additional references when planning an occupational experience program. Contents include: (1) formulating local policies, (2) using an advisory committee, (3) conducting a community survey, (4) public relations activities, (5) selecting training stations, (6) student selection, (7) legal requirements, (8) placement of students, (9) cooperating with others, (10) developing training plans, (11) developing agreements, (12) teaching related instruction, (13) program coordination, (14) student evaluation, (15) records, (16) student follow-up, and (17) program evaluation. The appendix contains a policy statement, occupational survey form, cooperator interview form, student application form, self-interest test, student learner certificate information, training agreement, employer evaluation form, employer student rating form, occupations survey, student information form, training form, method for determining community vocational needs, and a check sheet of factors to be considered in evaluation of students. Supplementary materials include a reference list. (DM)

VT 006 264
A Guide for Planning and Organizing Occupational Programs in Ornamental Horticulture .

New York State Univ., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 65p.

*CURRICULUM GUIDES; *PROGRAM GUIDES; *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE OCCUPATIONS; PROGRAM PLANNING; *ORNAMENTAL HORTICULTURE

Developed by individual authorship and reveiwed by teacher-educators, supervisors, and industry representatives, this guide was developed to aid school administrators, occupational education directors, instructors, and others in establishing and conducting ornamental horticulture programs. Content includes: (1) identifying and selecting pupils, (2) occupations for which the programs will provide preparation, (3) course organization options, and approval, (4) developing the course of study, (5) a suggested course of study, (6) planning the facilities, and (7) developing lists of needed equipment and supplies. Areas for which suggested course content is included are: horticultural business management and marketing, horticultural mechanics, horticultural science, applied pest control science, landscape planning, landscape construction and maintenance, greenhouse crop production and management, floral design and flower arrangement, nursery production and management, and turf growing and maintenance. Supplementary materials include a list of texts and reference books, periodicals, publications, and audio-visual aids. (DM)

VT 006 280
FFA at Work for Safety; A Handbook for Teachers and Students of Vocational Agriculture.

Future Farmers of America, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 24p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SAFETY; *SAFETY EDUCATION; GROUP ACTIVITIES; HIGH SCHOOLS; COMMUNITY PROGRAMS; YOUTH CLUBS; RESOURCE MATERIALS; *ACCIDENT PREVENTION
FUTURE FARMERS OF AMERICA; FFA

Organizations planning and conducting chapter safety programs may use this handbook as resource material. Farm safety is taught so students may understand (1) that good workmanship requires observation of safety rules, (2) the value of practicing safety at all times, (3) how to practice safety in all areas of life, (4) how to recognize hazards and to avoid those which cannot be eliminated, and (5) liability responsibilities in case of injury, loss of property, or death. Content includes: (1) the need for action, (2) objectives, (3) teaching techniques, (4) teaching duties and responsibilities, (5) steps for an action program, (6) program promotion, (7) safety practices and activities, (8) effect on the farm family and community, (9) the FFA Foundation Farm Safety Award Program, (10) an evaluation check list, (11) safety helps, and (12) films. Suggested practices for safety activities in areas of farm tractors and machinery, farm shop, farm home and buildings, farm fire prevention, rural traffic and transportation, agricultural chemicals, electricity, livestock, and recreation are included. (DM)

VT 006 577
Hemp, Paul E.; Bobbitt, John F.
Flowers and Greenhouses; Source Materials for Teaching High School Students.

Illinois Univ., Urbana. Div. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Division of Agricultural Education, University of Illinois, 357 Education Building, Urbana, Illinois 61803 ($.35).
Pub Date - Jun67 18p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *FLORICULTURE; HIGH SCHOOLS; BIBLIOGRAPHIES; COURSE ORGANIZATION

Developed by teacher educators and reviewed by subject matter specialists, this teacher's guide is for use in a junior or senior high school class in ornamental horticulture. Content includes: learning objectives, suggestions to the teacher, and an instructional outline for problem areas of (1) soils, (2) flower seed germination, (3) planting and transplanting, (4) greenhouses, (5) chrysanthemums, (6) geraniums, (7) house plants, (8) flowering annuals, (9) plant regulators, and (10) hotbeds and coldframes. A teaching kit on "Flowers and Greenhouses" is available from the publisher and includes the student references necessary to teach this unit. A reference list is included. (DM)

VT 006 582
Henderson, G.E.; Giles, G. Wallace
Planning Machinery Protection.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($1.40).
Pub Date - Feb68 45p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY; *FARM STRUCTURES; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for high school and adult students in agricultural mechanics. Content includes: (1) equipment depreciation causes, (2) protective care principles, (3) protective measures, (4) types of machinery storage, (5) location of machinery storage, (6) space requirements for equipment, (7) building size determination, (8) locating entrances, and (9) electrical installations. Teacher education graduates may use this material with male students of average mechanical aptitutde. Supplementary material includes tables of average machinery life and space requirements for machinery storage, 35 color illustrations, and a reference list. (DM)

VT 006 583
Turner, J. Howard
Selecting and Maintaining Field Mowers.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($3.50).
Pub Date - May66 130p.

*TEXTBOOKS; REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; EQUIPMENT MAINTENANCE; HIGH SCHOOLS; *AGRICULTURAL MACHINERY; POST SECONDARY EDUCATION; *AGRICULTURAL OCCUPATIONS; ILLUSTRATIONS

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for high school and adult classes in agricultural mechanics. Part I contains tips for selecting a mower based on (1) cutting principles, (2) forage cropping practices and timeliness, (3) tractor and machinery presently owned, (4) care and maintenance required, and (5) cost. Part II contains aspects of mower maintenance including: (1) checking and conditioning the knife, (2) checking and conditioning the guards, (3) maintaining the knife mechanisms, (4) types of rotary mower knives and how they work, (5) types of drive units, (6) types of bearings, (7) importance of proper drive maintenance, (8) maintaining splined couplings, (9) maintaining power take-off shafts, (10) maintaining drive shafts and bearings, (11) maintaining safety release mechanisms, (12) maintaining V-belts and pulleys, (13) maintaining roller chains and sprockets, (14) maintaining gear drives, and (15) maintaining reciprocating knife drives for cutter bar mowers. Graduates in teacher education may use this material with male students of average mechanical aptitude. Supplementary materials include 225 colored illustrations and a reference list. (DM)

VT 006 584
Henderson, G.E.
Maintaining the Home Lighting and Wiring System.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Ga. 30601 ($1.75).
Pub Date - May65 65p.

*REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ELECTRICITY; FARM OCCUPATIONS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; MAINTENANCE; LIGHTING; *ELECTRICAL SYSTEMS; ILLUSTRATIONS

Developed by individual authorship and reviewed by industry representatives, educators and specialists, this student and teacher reference is designed for use with high school and adult classes. Part I contains information on repairing service cords under headings of: Replacing an Attachment Plug, Replacing a Lamp Socket, Replacing a Heater Plug, and Replacing a Service Cord. Part II contains information on maintaining a permanent wiring system under headings of: (1) Replacing a Fuse or Resetting a Circuit Breaker, (2) Replacing a Single Pole Switch, (3) Replacing a 3-Way Switch, (4) Replacing a 4-Way Switch, (5) Replacing a Convenience Outlet, (6) Removing Excess Sag From Wires Between Buildings, (7) Splicing a Broken Wire Between Buildings, (8) Replacing Lighting Fixtures, and (9) Maintaining Flourescent Lighting Units. The teacher should be a graduate in teacher education and students should be of average mechanical aptitude. Supplementary material includes 142 colored illustrations. (DM)

VT 006 585
Fore, J.M.
Tractor Operation & Daily Care.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($4.50).
Pub Date - Jun67 125p.

*REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *FARM OCCUPATIONS; *TRACTORS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); AGRICULTURAL ENGINEERING

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is recommended for a high school and adult class for tractor operators. Content includes: (1) Importance of Understanding Proper Operation and Daily Care, (2) Doing the 10-Hour Service Jobs, (3) Making Adjustments to Meet Operating Needs, (4) Starting the Tractor Engine, (5) Controlling Tractor Movement, (6) Hitching to Tractor-Operated Equipment, (7) Operating a Tractor Under Field Conditions, (8) Doing the Routine Operational Jobs, (9) Operating a Tractor Under Highway Conditions, (10) Unhitching Farm Equipment, (11) Stopping the Tractor Engine, and (12) Refueling a Farm Tractor. Graduates in teacher education may use this material with male students of average mechanical aptitude. Supplementary materials include 206 colored illustrations and a list of references. (DM)

VT 006 586
Henderson, G.E
Selecting and Storing Tractor Fuels and Lubricants.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($1.90).
Pub Date - May64 51p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *FUELS; *LUBRICANTS; *TRACTORS; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is recommended for high school and adult classes as part of an occupational cluster in agricultural machinery. Content includes: selection of fuels for tractor engines, storage of tractor fuels, selection of tractor lubricants, and lubricant storage. Graduates in teacher education may use this material with male students of average mechanical aptitude. The filmstrip "Selecting and Storing Tractor Fuels and Lubricants," available from the publisher, is recommended for use with this unit. Supplementary materials include 45 color illustrations and a reference list. (DM)

VT 006 587
Henderson, G.E.
Tractor Maintenance, Principles and Procedures.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($3.75).
Pub Date - Oct64 136p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; REFERENCE BOOKS; *AGRICULTURAL ENGINEERING; HIGH SCHOOLS; *AGRICULTURAL OCCUPATIONS; POST SECONDARY EDUCATION; ILLUSTRATIONS; *TRACTORS; EQUIPMENT MAINTENANCE

Developed by individual authorship and reviewed by industry representatives, educators and specialists, this student and teacher reference is for high school and adult classes in agricultural mechanics. Content includes a description of tractor maintenance and service necessary after 50, 100, 250, and 500 hours of operation and of annual maintenance jobs. Service jobs include: (1) battery maintenance, (2) adjusting V-belt tension, (3) air cleaner servicing, (4) changing crankcase oil and replacing oil filters, (5) tire maintenance, (6) adjusting valve clearance, (7) maintaining spark plugs, (8) carburetor adjustment, (9) adjusting brakes, (10) adjusting the clutch, (11) distributor servicing, (12) ignition timing, (13) starter and generator maintenance, (14) servicing fuel filters, (15) servicing front wheel bearings, (16) cooling system maintenance, (17) servicing the drive mechanism, (18) adjusting the governor, and (19) preparation for storage. Graduates in teacher education may use this course with male students of average mechanical aptitude. A filmstrip by the publisher, "Tractor Maintenance, Principles, and Procedure," is available for use with this unit. Supplementary materials include 184 colored illustrations and a reference list. (DM)

VT 006 588
Brown, R.H.
Farm Electric Motors; Selection, Protection, Drives.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Georgia 30601 ($.85).
Pub Date - Feb64 37p.

*TEXTBOOKS; REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ELECTRIC MOTORS; KINETICS; ILLUSTRATIONS; EQUIPMENT STANDARDS; *AGRICULTURAL OCCUPATIONS; HIGH SCHOOLS; POST SECONDARY EDUCATION

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for use in high school and adult classes. Content includes: (1) selection of the proper motor size and type, (2) types of bearings, motor enclosures, and motor mounts, (3) providing for motor protection, (4) types of drives, (5) sizes and types of pulleys and belts, and (6) types and sizes of direct connected drives. Graduates in teacher education may use this material with students of average mechanical aptitude. A filmstrip by the publisher, "Farm Electric Motors--Selection, Protections, Drives," is available for use with this unit. Supplementary materials include 41 colored illustrations and 29 tables to use in electric motor selection. (DM)

VT 006 589
Henderson, G.E.
Planning Water Systems for Farm and Home.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.

Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($2.90).
Pub Date - May63 109p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; REFERENCE BOOKS; AGRICULTURAL ENGINEERING; *PLUMBING; *WATER SUPPLY; HIGH SCHOOLS; *AGRICULTURAL OCCUPATIONS; POST SECONDARY EDUCATION; ILLUSTRATIONS; EQUIPMENT STANDARDS; HEALTH NEEDS

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for high school and adult classes with general application in home economics, agricultural mechanics, and health studies. Content includes: (1) water system value, (2) planning a water system, (3) daily water needs, (4) sources of water, (5) providing safe water, (6) improving water quality, (7) type and capacity of pump, (8) type and size of water storage, (9) pump accessories, (10) protection for the pump and tank, (11) kind, size, and installation of pipe, and (12) wiring and motor protection. Graduates in teacher education may use this material with students of average mechanical aptitude. A filmstrip by the publisher, "Planning Water Systems for Farm and Home," is available for use with the Unit. Supplementary materials include 99 colored illustrations, 12 tables, a reference list, and an appendix with information on pumps, characteristics of types of wells, and a horsepower size selection table. (DM)

VT 006 591
Henderson, G.E.; Smith, George
Planning Farm Fences.

American Associationfor Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($1.40).
Pub Date - Jun66 57p.

*TEXTBOOKS; REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *AGRICULTURAL OCCUPATIONS; *FARM STRUCTURES; ILLUSTRATIONS; CONSTRUCTION NEEDS; HIGH SCHOOLS; POST SECONDARY EDUCATION

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for use with high school and adult students in agricultural mechanics. Content includes: (1) location and arrangement of fences, (2) kinds of fences, (3) quality of fencing materials, (4) electric fence controllers, (5) end and corner construction, (6) line posts kinds and numbers, and (7) types of passageways. Graduates in teacher education may use this course with students of average mechanical aptitude. A filmstrip by the publisher, "Planning Farm Fences," is available for use with this unit. Supplementary materials include 66 colored illustrations, 10 tables and a list of references. (DM)

VT 006 592
Henderson, G.E.; Turner, C.E.
Building Farm Fences.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($.90).
Pub Date - Feb62 37p.

*TEXTBOOKS; REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *FARM STRUCTURES; HIGH SCHOOLS; *AGRICULTURAL OCCUPATIONS; POST SECONDARY EDUCATION; ILLUSTRATIONS; CONSTRUCTION (PROCESS)

Developed by individual authorship and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for high school and adult students in agricultural mechanics. Content includes assembling and installation instructions for building woven wire, barbed wire, movable, and board fences, and for grounding wire fences. Graduates in teacher education may use this material with male students of average mechanical aptitude. A filmstrip by the publisher, "Building Woven and Barbed Wire Fences," is available for use with this unit. Supplementary material includes 142 colored illustrations. (DM)

VT 006 593
Parady, W.H.; Smith, George
Farm Tractor Tune-Up & Service Guide.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Assn. for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Bldg., Athens, Ga. 30601 ($3.40).
Pub Date - Mar68 76p.

*REFERENCE BOOKS; *VOCATIONAL AGRICULTURE; *EQUIPMENT MAINTENANCE; *AGRICULTURAL ENGINEERING; CHARTS; HIGH SCHOOLS; SPECIFICATIONS; *TRACTORS; POST SECONDARY EDUCATION

Developed by the authors and reviewed by industry representatives, educators, and specialists, this student and teacher reference is for use with high school and adult students in agricultural mechanics. Content includes spark plug heat range comparisons, a freezing protection table, using calcium chloride for liquid weighting, farm tractor tire pressures, explanation of terms, and tractor power-take-off horsepower tables. Tuneup and service specifications and recommendations listed in table form for tractors manufactured by 10 farm machinery companies include: (1) tuneup specifications, (2) engine and power-take-off speeds, (3) periodic adjustments, (4) cooling system capacity, (5) crankcase oil recommendations, (6) hydraulic system capacity and fluid specifications, and (7) gear oils. Graduates in teacher education may use these materials with male students of average mechanical aptitude. (DM)

VT 006 626
Matthews, Ralph
Landscape Installation and Maintenance, A Junior College Curriculum Guide.

California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 43p.

*PROGRAM GUIDES; *AGRICULTURAL EDUCATION; *LANDSCAPING; *ORNAMENTAL HORTICULTURE OCCUPATION; COMMUNITY COLLEGES; POST SECONDARY EDUCATION; PROGRAM PLANNING; PROGRAM ADMINISTRATION
CALIFORNIA

This curriculum guide is for use by junior colleges in planning and developing realistic landscape curriculums. Suggestions are included for initiating a program, developing the curriculum, selecting instructors and facilities, enrolling the student, and placing the graduate. Courses recommended as part of a curriculum were: applied botany; soils and fertilizers; irrigation; operation and maintenance of power equipment; landscape design and interpretation; turf management; plant and tree identification, installation, and maintenance; insects, weeds, diseases, and rodent control; landscape construction and cost estimation; and basic mathematics, report writing, recordkeeping, and personnel supervision. Appendixes contain: (1) a reference list, (2) a memorandum from the California Division of Highways, (3) a memorandum from the City of Los Angeles, (4) gardener caretaker job specifications, (5) greenkeeper job specifications, (6) highway landscape foreman job specifications, (7) highway tree maintenance foreman job specifications, and (8) senior gardener job specifications. The document is illustrated with photographs. (DM)

VT 006 747
Loreen, C.O.
Introduction to Agricultural Science; A Curriculum Guide, Ag I. Section A, Agricultural Science.

Washington State Univ., Pullman. Agricultural Education
Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Washington State University, Pullman, Washington 99163 (no charge).
Pub Date - Sep67 89p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *AGRONOMY; ORIENTATION MATERIALS; *AGRICULTURAL OCCUPATIONS; GRADE 9

Developed by teacher educators, vocational agriculture teachers and state supervisors, this curriculum guide is for teacher use in vocational agriculture course planning. Content includes areas on individual student development, the agricultural industry, animal science, soil science, plant science, and pests that affect agriculture. Each unit lists objectives, topics for study and discussion, activities, and student and teacher references. Sections A and B may be used as a full year course for students in ninth grade interested in agricultural occupations. Included is a glossary of 22 biological terms basic to agriculture. Section B on agricultural mechanics is available as VT 006 748. (DM)

VT 006 748
Loreen, C.O.
Introduction to Agricultural Science; A Curriculum Guide, Ag. I. Section B, Agricultural Mechanics.

Washington State Univ., Pullman. Agricultural Education
Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Washington State University, Pullman, Washington 99163 (no charge).
Pub Date - 67 94p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL OCCUPATIONS; *AGRICULTURAL ENGINEERING; GRADE 9

Developed by teacher educators, vocational agriculture teachers, and state supervisors, this curriculum guide is for teacher use in vocational agriculture course planning. Areas included are orientation to agricultural mechanics, tool conditioning, rope work, drawing, agricultural carpentry, sheet metal work, forging, oxyacetylene welding, and arc welding. Each unit contains references, objectives, a procedure outline, and a list of necessary materials. The appendix contains a suggested time allotment, recommendations for student shop management, guiding concepts in teaching agricultural mechanics, cooperative maintenance of the shop and equipment, and a performance evaluation chart. Sections A and B of this series may be used as a full year course with students in ninth grade interested in agricultural occupations. Section A on animal science is available as VT 006 747. (DM)

VT 006 751
Jaworski, Donald M.; Thompson, John F.
Foliage Plant Identification and Arrangement in Planters.

Wisconsin Univ., Madison. Dept. of Agricultural and Extension Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 10p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *PLANT IDENTIFICATION; *FLORICULTURE; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; UNITS OF STUDY (SUBJECT FIELDS)

Developed by teacher educators and validated by vocational agriculture instructors, this mimeographed teacher's guide is for use in developing part of an ornamental horticulture course in high school. The content includes objectives, student problems, suggested activities, a list of foliage ornamentals, identification procedure, a student exercise, and field trip suggestions. Supplementary materials include a reference list, a list of plant terms, and a foliage plant characteristic form. (DM)

VT 006 753
Jaworski, Donald M.; Thompson, John F.
Landscape Plant Identification. Resource Unit.

Wisconsin Univ., Madison. Dept. of Agricultural and Extension Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May67 16p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *PLANT IDENTIFICATION; *ORNAMENTAL HORTICULTURE; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; *LANDSCAPING

Developed by teacher educators and validated by vocational agriculture instructors, this mimeographed teacher's guide is for use in developing part of an ornamental horticulture course in high school. Content includes objectives, student problems, suggested activities, a list of ornamental plants, a list of ornamental plant terms, lead questions, a student exercise, and field trip suggestions. Supplementary materials include a reference list and drawings to aid in plant identification. (DM)

VT 006 766
Todd, John D.
Ornamental Horticulture; Fertilizing Bedding Plants in a Greenhouse.

Tennessee Univ., Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep67 23p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *FERTILIZERS; PLANT SCIENCE; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; *FLORICULTURE

Developed for use in teaching secondary or adult students with employment objectives in agriculture, this guide may be used in problem solving as part of a greenhouse plant fertility unit in ornamental horticulture. Content includes: objectives, introduction, problems, procedure, references, and solutions to problems. Some programs with solutions are: fertilizer nutrients and their effects, sources of fertilizer nutrients, types of fertilizer to use, pre-plant fertilization, postemergent fertilization, soil testing, equipment needed, and methods of application. (DM)

VT 006 792
Todd, John D.
Agricultural Mechanics: Arc Welding--Position Welding (A.C.).

Tennessee Univ., Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr67 16p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *WELDING; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Developed for use in teaching secondary or adult students with employment objectives in agriculture, this guide may be used as a resource unit in agricultural mechanization. The content includes: objectives, introduction, problems or factors, procedures, references, and solutions to problem areas. Solutions include: parts of an arc welder, accessory equipment needed, electrode selection, safety practices, adjustments, striking the arc and running the bead, and procedures for welding different positions. (DM)

VT 006 793
Agricultural Mechanics: Hardsurfacing with the Arc Welder.

Tennessee Univ., Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr67 7p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *WELDING; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Developed for use in teaching secondary or adult students, this guide on hardsurfacing with an arc welder presents lesson material for a unit in agricultural mechanization. Content includes objectives, introduction, references, procedure, problem areas, and solutions. (DM)

VT 006 794
Todd, John D.
Agricultural Mechanics; Laying Out and Cutting Common Rafters.

Tennessee Univ., Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Mar67 14p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *CARPENTRY; *FARM STRUCTURES; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Developed for use in teaching secondary or adult students with employment objectives in agriculture, this plan for laying out and cutting common rafters may be used as a unit in agricultural mechanization. Content includes objectives, introduction, references, procedure, problem areas, and solution to problems. The solutions are illustrated with line drawings. (DM)

VT 007 004
Producing Hybrid Seed Corn, 730-A. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Road, University of Illinois, Urbana, Illinois 61801 ($3.65).
Pub Date - Jan68

*FILMSTRIPS; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; *GENETICS; *CORN (FIELD CROP); HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Designed by industry and subject matter specialists, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. The content of this 63-frame filmstrip in color includes principles of corn flowering, basic corn breeding, control of pollination, and production of various hybrid crosses. A narrative inset is included on each slide frame. (DM)

VT 007 005
Preventing Transportation Losses of Livestock, 186 A. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($2.55).
Pub Date - Mar68

*FILMSTRIPS; *VOCATIONAL AGRICULTURE; *TRANSPORTATION; *ECONOMIC FACTORS; *LIVESTOCK; MARKETING; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Designed by industry and subject matter specialists, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. The content of this 40-frame animated filmstrip in color includes: (1) economic cost of transportation injury, (2) causes of animal bruises, (3) where bruises occur, and (4) steps in reducing losses. The narrative description is included on the slide frames. (DM)

VT 007 006
Plan the Livestock System and Estimate Fertilizer Costs, 372. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($3.05).
Pub Date - Sep67

*VOCATIONAL AGRICULTURE; ADULT VOCATIONAL EDUCATION; *FILMSTRIPS; *FARM MANAGEMENT; *LIVESTOCK; HIGH SCHOOLS; *FERTILIZERS

Designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. This is the third of a series of slide films on the subject of farm planning. Previous slide films in the series, available from the publisher, are No. 370-65, Inventory Your Resources, and 371-65, Plan the Land Use Program and Estimate Crop Production. Content includes the step-by-step procedure for planning the livestock system and estimating fertilizer cost. This 45-frame slide series in color contains primarily narrative information. (DM)

VT 007 007
Selecting Breeding Sheep, 143 A. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($3.80).
Pub Date - Mar68

*VOCATIONAL AGRICULTURE; *FILMSTRIPS; *SELECTION; *ANIMAL SCIENCE; *SHEEP; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Designed by subject matter specialists, teacher educators, supervisors, and an advisory committe of teachers, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. Content of this 69-frame slide series in color includes: parts of a sheep, a description of the ideal animal, judging procedure, determining age of animal by its teeth, and group selection. The narrative description is included on the slide frames. (DM)

VT 007 008
Recognizing Herbicide Injury, 798. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($3.45).
Pub Date - Jan68

*FILMSTRIPS; *FIELD CROPS; *VOCATIONAL AGRICULTURE; *HERBICIDES; GRAINS; HIGH SCHOOL; ADULT VOCATIONAL EDUCATION; *WEEDS

Designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. The 58 frames are in color and the narrative is printed on the lower portion of each slide. The content includes: observation of chemical damage, factors affecting chemical application rate, symptoms of chemical injury in corn and soybeans, chemical residue problems, and economic benefits of weed control. (DM)

VT 007 009
Profit Prospects for Cattle Feeding, 376. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($3.55).
Pub Date - Mar68

*VOCATIONAL AGRICULTURE; *FILMSTRIPS; *ANIMAL SCIENCE; *AGRICULTURAL PRODUCTION; *CATTLE; FARM MANAGEMENT; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this filmstrip is for high school and adult students in production agriculture with an agricultural interest and occupational objective. The content of this 61-frame slide series in color contains: (1) the low-term agricultural outlook, (2) change by years in cattle marketings, (3) sources of feeder cattle, (4) buying cattle, (5) budgeting a cattle operation, (6) the demand for beef, and (7) economics of dry and open lot and confinement systems. The narrative information is included on the slide frames. (DM)

VT 007 010
Propagation by Air Layering, 600. (filmstrip).

Illinois Univ., Urbana. Vocational Agriculture Service
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 $$2.45).
Pub Date - Mar68

*VOCATIONAL AGRICULTURE; *FILMSTRIPS; *ORNAMENTAL HORTICULTURE; *PLANT PROPAGATION; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION

Designed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this filmstrip is for high school and adult students in ornamental horticulture with an agricultural interest and occupational objective. The content of this 26-frame slide series in color includes directions for root development of specialized plants by air layering. The narrative information is included on the slide frames. (DM)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 000 600 ED 023 783
The High School Vocational Stenographic Program: Tentative Report, (Report on the Curriculum Workshop, June 12-July 2, 1965).

EDRS PRICE MF-$0.75 HC-$7.24
Pub Date - 65 179p.

*OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHERS; *TIME BLOCKS; *CURRICULUM GUIDES; STATE PROGRAMS; EDUCATIONAL OBJECTIVES; GRADE 11; GRADE 12

The purpose of the study was to develop a set of guidelines for the implementation of the Vocational Education Act of 1963 as applicable to the stenographic area in business and office education at the secondary school level in the state of Ohio. Part One presents the history and present status of government-supported vocational business education and the forces affecting the demand for this program. Part Two gives the nature, philosophy, and functions of the high school vocational stenographic program. Part Three gives the content of the high school vocational stenographic program which includes three plans: (1) 15 hours of instruction per week for 2 years in the 11th and 12th grades, (2) 18 hours and 45 minutes per week for 2 years, and (3) 22 hours and 30 minutes per week for 2 years. Each unit of instruction includes an introduction, time allotment, objectives, and suggested content (course outlines). Some units covered are: (1) typewriting skill, (2) transcription skill, (3) filing, (4) mathematical skills, (5) business machines, (6) duplicating processes, (7) the American business and economic system, (8) bookkeeping, (9) legal terminology, (10) human relations, (11) proper grooming, (12) self-improvement, and (13) upgrading stenographic knowledges. (PS)

VT 001 018 ED 021 953
Thompson, Emily D., And Others
Suggestions for Teaching Business Pupils of Different Ability Levels--With Special Emphasis on Pupils Experiencing Difficulty.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
EDRS PRICE MF-$0.25 HC-$2.12
Pub Date - 64 51p.

*BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; EDUCATIONALLY DISADVANTAGED; LEARNING DIFFICULTIES; *TEACHING PROCEDURES; HIGH SCHOOL STUDENTS; STUDENT CHARACTERISTICS; TEACHER CHARACTERISTICS; *CLASSROOM TECHNIQUES; *TEACHING GUIDES

Characteristics of pupils experiencing difficulty and the teacher's responsibilities for these young people are discussed. Suggested classroom procedures include: (1) Require business-like behavior of every pupil, (2) Select pupils to assist with routine class duties, (3) Organize seating charts and necessary clerical records, (4) Divide class into groups according to ability, (5) Plan lessons carefuly with considerable allowance for flexibility and change in pace, and (6) Plan homework carefully with every pupil so that he knows what is expected. General considerations and suggested procedures for classroom instruction, developing new units of work, standards, texts, and school marks are presented. A general bibliography and special bibliographies for bookkeeping, introduction to business, office practice, shorthand, and typewriting are included. (PS)

VT 001 096
Searle, Ora
A Uniform Educational Program for Machine Transcription for Use in Grades 11 and 12.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($1.00).
Pub Date - 65 228p.

*INSTRUCTIONAL MATERIALS; *BUSINESS EDUCATION; *LETTERS (CORRESPONDENCE); *MACHINE TRANSCRIPTION; GRADE 11; GRADE 12

This educational program for machine transcription consists of 180 letters designed for a 1-year vocational course for secondary students of average ability who have had only 1 year of typewriting. The letters are to be recorded on the regular commercial belts, discs, or tapes used on the school's transcribing machines. The material was developed by a committee of teachers and state staff, tested in the high schools of the State, and revised. The letters introduce knowledge and familiar terminology relating to sales and advertising, credit and collections, complaints and replies, inquiries and replies, employment, and personnel. Insofar as possible, they are graded as to difficulty and vary from 40 to 400 words in length. Part One consists of 72 letters for dictation and machine transcription emphasizing punctuation. Part Two consists of 108 letters emphasizing mechanics of English. The material is to be used for five periods a week for 36 weeks. The letters are keyed to five reference books. (PS)

VT 001 229
Conover, Hobart H.
Experimental Outlines for Instruction in Key Punch Machine Operation and Automatic Business Data Processing (A One-Year Course of Study).

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($1.00).
Pub Date - 65 130p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; *DATA PROCESSING OCCUPATIONS; *ELECTRONIC DATA PROCESSING; HIGH SCHOOLS

This guide is for teacher use in planning an instructional unit in key punch operation and a 1-year course in automatic business data processing. The materials were developed by a committee of high school and college teachers of data processing at the state level. Instruction in key punch operation is provided as part of Office Practice 1 or 2 in the 11th and 12th year. It stresses technical knowledge of the machine, the ability to operate the key punch, and the function of the machine in automated data processing. A course outline, teaching suggestions, teaching aids, and audio-visual aids are included. The one- or two-semester course in Automated Business Data Processing, offered in the 12th year, aims to develop a basic knowledge of the functions and features of data processing equipment and skill in operating basic unit record equipment to prepare pupils for employment as electro-mechanical machine operators. Unit record equipment suggested as minimal are two alpha-numeric key punches, one sorter, and one tabulator. When "hands-on" experience in computer operation is provided, the following units are suggested as minimal--card reader-punch, central processing unit, and printer. Where this equipment is not available, arrangement should be made with a local business organization for some actual experience with this hardware. Unit outlines, teaching suggestions, projects, and audio-visual aids are provided for the course. (PS)

VT 001 286 ED 021 955
Today's Preparation for Tomorrow's Jobs. Curriculum Guide and Handbook.

West Virginia Dept. of Vocational Education, Charleston
Kanawha County Board of Education, Charleston, W. Va.
EDRS PRICE MF-$0.75 HC-$6.20
Pub Date - 65 153p.

*CURRICULUM; *CURRICULUM GUIDES; EDUCATIONAL FACILITIES; HIGH SCHOOLS; *BUSINESS EDUCATION
WEST VIRGINIA

The business education curriculums are divided into four sequences: general clerical, stenographic-secretarial, accounting-bookkeeping, and data processing. Objectives, grade placement, length of course, brief unit outlines, and suggested teaching aids and activities are provided for: (1) Bookkeeping 1 and 2, (2) Business Economics, (3) Business English, (4) Business Law, (5) Business Mathematics, (6) Business Organization and Management, (7) Data Processing, (8) General Business, (9) Machine Accounting, (10) Merchandising, (11) Record Keeping, (12) Salesmanship, (13) Shorthand 1 and 2, (14) Transcription, (15) Clerical Office Practice, (16) Office Machines, (17) Secretarial Office Practice, and (18) Vocational Typewriting 1 and 2. Essentials in setting up a cooperative work experience program are discussed and include sample forms for an employment-opportunity survey, employer's student-rating sheet, graduate followup questionnaire, student application for cooperative work-experience program, and teacher's student-rating record. Procedures for a community occupational survey are listed. Physical facilities, equipment, teaching materials, and layout are suggested for each business education classroom. (PS)

VT 003 749
Block-Time Business Education. A Preliminary Report.

Missouri State Dept. of Education, Jefferson City. Business and Office Education Section
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 15p.

*BUSINESS EDUCATION; *CURRICULUM; *TIME BLOCKS; HIGH SCHOOLS

Increased record keeping, data processing, and paper work of all types in the business world have placed demands on business education which have taxed the educators' time, budget, and personnel. After a total evaluation of business education in Missouri, the decision was reached to have as much training as near to the employment as possible. The 2-hour block of instruction, which allows the senior student to receive training immediately prior to employment, has offered an immediate solution to the time problem. Values of the 2 hours of instruction time per day include time to offer more areas of concentration, to make the class more realistic, to emphasize production, and to survey more closely the individual accomplishments. Courses outlined in this report include bookkeeping, office machines, clerical and secretarial practice, and a special needs course for the handicapped. (PS)

VT 004 334 ED 020 324
Roman, John C.
The Business Curriculum. South Western Monographs in Business and Economic Education Number 100.

EDRS PRICE MF-$0.50 HC-$2.80
South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227 ($.20).
Pub Date - Jun66 68p.

*BUSINESS EDUCATION; *CURRICULUM; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; ADULT PROGRAMS; BUSINESS SUBJECTS; COURSE CONTENT; CURRICULUM PLANNING; *NATIONAL SURVEYS; *EDUCATIONAL OBJECTIVES

The most recent business education programs from all sections of the United States are presented in this monograph, a revision of a 1960 edition, designed for use by high school classroom teachers, school principals, and curriculum specialists in preparing new business curriculums or revising old ones. Information was derived from (1) current literature, (2) the published curriculum guides of comprehensive high schools, vocational-technical high schools, and area vocational schools, and (3) a 1965-66 analysis of the business curriculum of 20 senior and 4-year high schools in small cities, 50 high schools in medium-sized cities, and 50 large city high schools in 44 states and Puerto Rico. Sections include: (1) General Purpose of Curriculum Development for Secondary Schools, (2) Curriculum Planning in Business Education, (3) Objectives of Business Education, (4) Business Education in the Junior High Schools (small, medium, and large high schools), (6) Business Subjects Taught in Senior and 4-Year High Schools, (7) Programs in Business Education in Adult Day and Evening High Schools, and (8) Employment Outlook and Curriculum Implications. (PS)

VT 004 520 ED 022 005
The Correlated Curriculum Project: A New Experimental Program for the General Student.

New York City Board of Education, Brooklyn, N.Y.
Ford Foundation, New York, N.Y.
EDRS PRICE MF-$0.25 HC-$0.32
Pub Date - Mar67 6p.

VOCATIONAL EDUCATION; *PREVOCATIONAL EDUCATION; HIGH SCHOOLS; *INTERDISCIPLINARY APPROACH; *TEAM TEACHING; TIME BLOCKS; HEALTH EDUCATION; BUSINESS EDUCATION; INDUSTRIAL EDUCATION; *INTEGRATED CURRICULUM; *EXPERIMENTAL PROGRAMS; STUDENT MOTIVATION

The basic goal of the program is to initiate a new course of study which will upgrade the education of the general student and give him a sense of direction and commitment. The program was organized in five schools during the 1966 school year, and four additional high schools will be included in 1967. The Educational Testing Service of Princeton is serving as consultant in formulating plans for project evaluation. The main features of the program are: (1) exploratory courses for grades 9 and 10 in the areas of business, health, and industry, (2) specialization in one broad area in grades 11 and 12, (3) preparation of those who wish to continue their education to the 13th and 14th years in a community college or urban center, (4) special counseling and placement through the services of a full-time guidance counselor assigned to each pilot school, (5) new curriculum materials in each course and "correlation" in other classrooms of projects carried out in one classroom, (6) emphasis on improving basic skills, (7) provision for a daily team teachers meeting to plan work, and (8) training workshops for teachers. Through individualized guidance, a team teaching, interdisciplinary approach to subject matter, and emphasis on the world of work, it is hoped to remotivate the student. (MM)

VT 004 747
Belma, James R.
Suggested Post-Secondary Business Education Guideline.

Alaska State Dept. of Education, Juneau. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Division of Vocational Education, State Department of Education, Pouch F, Juneau, Alaska 99801 ($2.00).
Pub Date - 30Jun67 172p.

*COURSE DESCRIPTIONS; POST SECONDARY EDUCATION; *CURRICULUM GUIDES; *CURRICULUM; *BUSINESS EDUCATION; PROGRAM DEVELOPMENT; *PROGRAM GUIDES

This guide is for teacher and administration use in curriculum planning at the post-secondary level in business education. It was developed by the author for Alaska community colleges as part of a master's project. The organization of courses for the post-secondary business curriculum is shown for 1-, 2-, and 3-semester certificate programs and 2-year associate degree programs. Certificate programs are given for the clerk-typist, clerk-stenographer, general office secretary, machine operator, office machine operator, assistant junior accountant, seasonal retail clerk, retail clerk, and assistant buyer. Associate degree programs are for secretarial science, accounting, office administration, business administration, traffic management, real estate, retail mid-management, grocery store management, and hospitality management. Course descriptions, with major topics, structure outline, and suggested textbooks, are presented for all courses in each program. (PS)

VT 005 196
Wells, Inez Ray
Proposal for the Senior Intensive BOE Core Program (Preliminary Report), Developed by Summer Workshop in Vocational, Business and Office Education (The University of Toledo, Toledo, Ohio, June 14-July 2, 1965). Bulletin 7.

Ohio State Dept. of Education, Columbus. Business and Office Education Service
Toledo Univ., Ohio. Business and Office Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.40).
Pub Date - 65 129p.

*CURRICULUM GUIDES; *STENOGRAPHY; *BOOKKEEPING; TIME BLOCKS; GRADE 12; *OFFICE OCCUPATIONS EDUCATION; CURRICULUM; PROGRAM GUIDES; *TEACHING GUIDES

The Senior Intensive Business and Office Education (BOE) Core Program is designed for 12th grade students who, during their junior year of secondary school education, find themselves interested in but unprepared for a career in the business world. Only highly motivated, B-or-better, office-oriented students should be admitted to this intensive program. Basic plans for a shorthand and a bookkeeping-clerical sequence are presented. Plan I for the shorthand or bookkeeping-clerical sequence provides for four periods of "block" time per day for business education courses during the first semester and two periods of business education plus two periods for cooperative office experience in a paid office job during the second semester. Plan II provides for five periods of "block" time per day for business education courses during the first semester and two periods of business education plus cooperative office experience during the second semester. Curriculums are planned for two 18-week semesters, with 55-minute periods, 6 periods per day. Course outlines are provided for Bookkeeping I and II, Business Mathematics, Business Organization and Management, Job Preparation and Job Placement, Office Procedures I and II, Record Keeping, Shorthand, and Typewriting. Each contains (1) suggested time allotments, (2) objectives, (3) a content outline, and (4) suggested teaching procedures, materials, standards, and evaluation techniques, and (5) a list of resource materials. Criteria for selecting teachers and students, recommended facilities, suggested texts and supplementary materials, sample forms, and criteria for determining vocational units are included. (PS)

VT 006 195
Anthony, Edward L., Ed.
Management Aids for Small Business. Annual No. 1.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:1, $.75).
Pub Date - 58 193p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANUFACTURING INDUSTRY; *MANAGEMENT; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 31 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. Some of the chapter titles included are: (1) How Small Plants Can Sell to the Federal Government, (2) Packaging Pointers for Government Contractors, (3) Budgeting in the Small Plant, (4) Reducing Accident Costs in Small Industrial Plants, (5) Methods Engineering for the Small Plant, (6) Is Your Labor Turnover Cost Too High? (7) Minimizing the Cost of Breaking in New Personnel, (8) Incentive Techniques for Use in Small Businesses, (9) Developing Foremen in Small Plants, (10) How Management Consultants Help Small Businesses. Other annuals in this series, except No. 2, are available as VT 006 196-VT 006 204. (MM)

VT 006 196
Anthony, Edward L., Ed.
Management Aids for Small Business. Annual No. 3.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:3, $.45).
Pub Date - 57 88p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; MARKETING; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 11 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles are: (1) How Good

Records Aid Income Tax Reporting, (2) How to Price a New Product, (3) How to Set Up Sales Territories, (4) Wage Incentives in Small Business, (5) Streamlining Office Systems in Small Business, (6) Psychological Testing for Small Business, (7) Small Business Profits from Unpatentable Ideas, (8) How Marketing Research Helps Small Business, (9) How Field Warehousing Concerns Help Small Business, (10) How Independent Laboratories Help Small Business, and (11) How Food Brokers Help Small Business. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 197
Anthony, Edward L., Ed.
Management Aids for Small Manufacturers. Annual No. 4.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:4, $.45).
Pub Date - 58 86p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; MANAGEMENT; *MANUFACTURING INDUSTRY; MARKETING; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 11 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles are: (1) Appeal Procedure for Income Tax Case, (2) How the Securities Act of 1933 Affects Small Business, (3) Broadening Your Manufacturing Operations, (4) Making A Marketing Survey, (5) Planning Your Working Capital Requirements, (6) Redesigning Products for Better Marketability, (7) Developing Sound Production Standards, (8) Office Mechanization for Small Industry, (9) Records Retention in Small Business, (10) Using Your Banker's Advisory Services, and (11) How Industrial Distributors Help Small Manufacturers. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 198
Anthony, Edward L., Ed.
Management Aids for Small Manufacturers. Annual No. 5.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:5, $.45).
Pub Date - 59 88p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 11 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into two classes: internal general management, and external sources of advice. The chapter titles are: (1) Key Factors in Starting a New Plant, (2) Choosing the Legal Structure for Your Firm, (3) Reducing the Risks of Product Development, (4) Executive Incentives in Small Business, (5) Effective Control for Better Management, (6) Analyzing Your Cost of Marketing, (7) Protecting Your Records Against Disaster, (8) Surveying and Controlling Executive Time, (9) More for Your Storeroom Dollar, (10) Utilizing Older Workers in Small Industry, and (11) How the Post Office Helps Small Business. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 199
Litzberg, Robert A., Ed.
Management Aids for Small Manufacturers. Annual No. 6.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:6, $.30).
Pub Date - 60 82p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The ten chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles included are: (1) Research and Development Opportunities with the Federal Government, (2) Traps to Avoid in Small Business Management, (3) Wishing Won't Get Profitable New Products, (4) Rating Your Firm's Organization, (5) Making Your Sales Meetings Profitable, (6) Protecting Your Business Against Dishonesty, (7) How Directors Strengthen Small Firms, (8) Improving Foreman Relations in Small Plants, (9) Job Evaluation in Small Business, and (10) How Business Publications Help Small Business. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 200
Litzberg, Robert A., Ed.
Management Aids for Small Manufacturers. Annual No. 7.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:7, $.30).
Pub Date - 61 74p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The nine chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into two classes: business-government relations, and internal general management. The chapter titles are: (1) How the ICA

Helps Small Business, (2) Hiring a Key Executive for Your Small Plant, (3) Organizing the Owner-Manager's Job, (4) Salesman's Compensation: Two Basic Problems, (5) Keeping Your Salesmen Enthusiastic, (6) Plant Location Factors for Small Industry, (7) Controlling Inspection Costs in Small Plants, (8) Pricing Arithmetic for Small Business Managers, and (9) Cutting Paperwork Through Work Simplification. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 201
Litzberg, Robert A., Ed.
Management Aids for Small Manufacturers. Annual No. 8.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:8, $.35).
Pub Date - 62 94p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANUFACTURING INDUSTRY; *MANAGEMENT; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 12 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles included are: (1) Export Assistance Programs of the U.S. Department of Commerce, (2) Copyrights and Copyright Office Services, (3) Using Deferred Compensation in Small Business, (4) "Tailor-Made" Your Executive Staff, (5) Providing Capital for Your Firm, (6) Helping the Banker Help You, (7) Watch Your Cash, (8) Responsibility Accounting Can Pay Dividends, (9) Steps in Incorporating a Business, (10) Selecting a Lawyer for Your Business, (11) Arbitration and the Small Businessman, and (12) Using Computer Services in Small Business. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 202
Goodpasture, Bruce, Ed.
Management Aids for Small Manufacturers. Annual No. 9.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:9, $.35).
Pub Date - 63 90p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The ten chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into two classes: internal general management, and external sources of advice. The chapter titles are: (1) Building Growth-Mindedness into Your Business, (2) Management Planning for Sound Growth, (3) Cash Management in Small Plants, (4) Keeping Overhead Costs in Line, (5) Getting the Most From Your Purchasing Dollar, (6) Checking Your Marketing Channels, (7) Health Checklist for Small Plants, (8) The Management Side of Small-Plant R and D, (9) Exporting for Profit, and (10) Selecting Marketing Research Services. Other documents in this series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 203
MacArthur, Jean B., Ed.
Management Aids for Small Manufacturers. Annual No. 10.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:10, $.35).
Pub Date - 64 90p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION; INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 11 chapters are brief and written in clear, practical terms to be applied by the business men to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles are: (1) Getting Money for Long-Term Growth, (2) Using a Combination Export Management Firm, (3) Pointers on Meeting Competition, (4) Key Marketing Words--What They Mean, (5) Getting Results from Your Budget, (6) Retirement Plans for Small Business, (7) Reducing Transportation Costs, (8) Reducing Management Waste, (9) Improving Your Product's Value, (10) Measuring Your Growth Pattern, and (11) A Payroll Savings Plan Helps Small Business. Other documents in the series, except No. 2, are available as VT 006 195-VT 006 204. (MM)

VT 006 204
MacArthur, Jean B., Ed.
Management Aids for Small Manufacturers. Annual No. 11.

Small Business Administration, Washington, D.C. Publications Division
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.10/2:11, $.40).
Pub Date - 65 111p.

*REFERENCE MATERIALS; *BUSINESS EDUCATION; *MANAGEMENT; *MANUFACTURING INDUSTRY; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT EDUCATION

This annual is a compilation of a series of publications for small business owners and operators under the title of Management Aids for Small Business. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 16 chapters are brief and written in clear, practical terms to be applied by the businessmen to help themselves. The subject matter falls into three classes: business-government relations, internal general management, and external sources of advice. The chapter titles included are: (1) Sound Objectives Help Build Profits, (2) Checking Your Management Methods, (3) A New Look at Export Markets, (4) Financing Export Sales, (5) Renovation-Expansion Checklist, (6) Why Not Use Everyone's Good Ideas, (7) Buying and Selling a Patent, (8) What Kind of Money Do You Need, (9) International Marketing Assistance in Europe, (10) Help on Industrial Relations Problems, (11) Business Life Insurance, (12) Sole-Proprietorship Life Insurance, (13) Partnership Life Insurance, (14) Corporation Life Insurance, (15) Tax Dates for Small Plants, and (16) Depreciation Guidelines. Other documents in the series except No. 2, are available as VT 006 195-VT 006 204. (MM)

DISTRIBUTIVE
EDUCATION
SECTION

VT 000 238
Perrault, John O.
Aspects of Sales Promotion. Administrative Management Course Program Topic 7.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:7, $1.25).
Pub Date - 66 76p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; ADVERTISING; *MERCHANDISING; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about sales promotion for small businesses. The course is designed to be taught by an advertising manager or one trained in sales promotion. Related documents are available as VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637-VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 001 037
Conover, Hobart H.
Introduction to Automatic Business Data Processing: A Supplement for Teachers of Distribution.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($.25).
Pub Date - 65 53p.

*TEACHER GUIDES; *DISTRIBUTIVE EDUCATION; *RETAILING; *MERCHANDISING; *ELECTRONIC DATA PROCESSING; HIGH SCHOOLS

This teaching guide is for teacher use in lesson planning for distributive education juniors and seniors in data processing of merchanidising control. It was developed by a committee of teachers, teacher-educators, and college department heads. The content objectives are to develop an acquaintanceship level of interpretation of punched card technology and, briefly, of the computer processes. Units are: (1) Punch Card Format, (2) Sorting Punched Cards, (3) Recording Alphabetic Information, (4) Taking Physical Inventory, (5) Prepunched Price Tickets, (6) Price Tickets, (7) Introduction to the Computer, (8) The Flow or Systems Chart, and (9) A Computer System for Retail Stores. The case method is used to motivate student participation. Simulated or actual punched cards are illustrated for use with the lessons. A supplementary resource materials list and films and filmstrips list are also included. The teacher sould be a regular teacher of distribution with some knowledge of automatic business data processing. Students should be enrolled in distribution classes with an occupational goal in the field of retailing. (MM)

VT 001 700
Human Factors in Small Business. Administrative Management Course Program Topic 10.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:10, $1.50).
Pub Date - 65 94p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *PERSONNEL POLICY; UNITS OF STUDY(SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; HUMAN RELATIONS

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about human factors in small businesses. The course is designed to be taught by a personnel executive or psychologist. (MM)

VT 002 029
Taxation: A Key Factor in Business Decisions. Administrative Management Course Program Topic 8.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:8, $1.25).
Pub Date - 66 86p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *TAXES; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting te small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching taxation of small businesses. The course is designed to be taught by a tax lawyer, an accountant, or an Internal Revenue Service officer. Related documents are available as VT 000 238, VT 001 700, VT 002 830, VT 005 516, VT 006 637-VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 002 830
Records and Credit in Profitable Management. Administrative Management Course Program Topic 2.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:2, $1.25).
Pub Date - 64 77p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *RECORDKEEPING; *CREDIT (FINANCE); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about the records and credit in profitable management. The course is designed to be taught by an accountant or management consultant. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 005 516, VT 006 637-VT 006 641, and VT 006 643-VT 006 648. (DM)

VT 005 238
Gradoni, E. John
An Experimental Course in Supermarket Merchandising and Management. Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Industrial Education Dept., Division of Extension, The University of Texas, Austin, Texas 78712 ($1.95).
Pub Date - 67 89p.

*CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *MARKETING; *FOOD STORES; GRADE 12; COOPERATIVE EDUCATION; EXPERIMENTAL CURRICULUM; BIBLIOGRAPHIES

This syllabus is for teacher use in teaching a course for high school seniors with average scholastic ability who have demonstrated an interest in and a likely aptitude for sales and merchandising work performed in supermarkets. It was developed by a committee of professors and businessmen from the area of food marketing under the direction of the State Supervisor of Distributive Education and Supervisor of Vocational Curriculum Development. The content objectives are to provide specialized classroom instruction and on-the-job experience for students. Chapters are: (1) food consumption, (2) food production, (3) food processing, (4) food distribution, (5) development of the supermarket, (6) supermarket location, (7) design and layout of supermarkets, (8) supermarket personnel, (9) grocery department, (10) meat department, (11) produce department, (12) dairy department, (13) frozen food department, (14) bakery department, (15) nonfoods department, (16) checkout operation, (17) customer services, (18) investment requirements--fiscal controls, and (19) opportunities in the food industry. The one-year course to be taught by a DE teacher-coordinator. Each chapter contains the aim, content outline, teaching suggestions and a bibliography of references which are necessary. (MM)

VT 005 516
Communication and Control. Administrative Management Course Program Topic 9.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:9, $1.50).
Pub Date - 65 77p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *COMMUNICATION SKILLS; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about business communication for small businesses. The course is designed to be taught by a personnel executive, a training director or psychologist. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 006 637-VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 006 181
David, Harry, Ed.
Small Marketers Aids. Annual No. 1.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (SBA1.14/2:1, $.45).
Pub Date - 59 96p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; *REFERENCE MATERIALS; *DISTRIBUTIVE EDUCATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; MANAGEMENT; *BUSINESS; BUSINESS SKILLS; ADULT VOCATIONAL EDUCATION

This booklet is one of a series designed to bring together the Small Marketers Aids Series, which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are the first 13 issues which are titled: (1) Attracting Customers to Your Small Store, (2) Basic Stock Control for Small Stores, (3) Building Sound Credit Policies for Small Stores, (4) Effective Advertising for Small Stores, (5) Employee Relations for Small Retailers, (6) Records Management in Smaller Stores, (7) Competitive Tactics for Small Wholesalers, (8) Sales Training for Small Wholesalers, (9) Turning Customer Complaints Into Profits, (10) Providing Management Replacements in Small Business, (11) Why Small Business Owners Need Sound Wills, (12) Diversification for Small Marketers, and (13) Sizing Up Small Business Locations. The articles are not designed to be all-inclusive, but to highlight vital problems and suggest a few steps toward their solution. Other documents in this series are available as VT 006 182-VT 006 187. (MM)

VT 006 182
Litzberg, Robert A., Ed.
Small Marketers Aids. Annual No. 2.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:2, $.40).
Pub Date - 60 88p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; *BUSINESS; ADULT VOCATIONAL EDUCATION; MANAGEMENT; *DISTRIBUTIVE EDUCATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Marketers Aids series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are 11 issues published in 1957. Two issues are in the area of business-government relations, eight in the area of internal general management, and one concerns external sources of help and advice. Chapter titles are: (1) How the Department of Justice Helps Small Business, (2) Small Business and the Federal Trade Commission, (3) Buying a Small Going Concern, (4) Fundamental Records for Small Marketers, (5) Appraising the Market for the Services You Offer, (6) Pricing and Profits in Small Stores, (7) Improving Personal Selling in Small Business, (8) Individuality in Retail Advertising, (9) Term Loans in Small Business Financing, (10) Front Office Courting Pays, (11) How Distributive Education Helps Small Business. The articles are not designed to be all-inclusive, but to highlight vital problems and suggest a few steps toward their solution. Other documents in this series are available as VT 006 181-VT 006 187. (MM)

VT 006 183
Litzberg, Robert A., Ed.
Small Marketers Aids. Annual No. 3.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:3, $.40).
Pub Date - 61 72p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; MANAGEMENT; *BUSINESS; *REFERENCE MATERIALS; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; *DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Marketers Aids Series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are nine issues published in 1958 and titled: (1) Are You Kidding Yourself About Your Profits? (2) Are Your Merchandise Lines Paying Rent? (3) Profitable Buying for Small Retailers, (4) Stock Management in Small Stores, (5) Methods for Improving Off-Season Sales, (6) Basic Accounting for Small Partnerships, (7) Credit and Collection Controls for Small Marketers, (8) Public Relations for Small Business Owners, (9) How Big Companies Help Small Marketers. The articles are not designed to be all-inclusive but to highlight vital problems and suggest a few steps toward their solution. Other documents in this series are available as VT 006 181-VT 006 187. (MM)

VT 006 184
Litzberg, Robert A., Ed.
Small Marketers Aids. Annual No. 4.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:4, $.35).
Pub Date - 62 97p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; *REFERENCE MATERIALS; *DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT; MANAGEMENT EDUCATION; *BUSINESS; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Marketers Aids Series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are 12 issues published in 1959 and titled: (1) FTC and Guides Against Deceptive Pricing, (2) Is Your Store a Sales Builder or Barrier? (3) Will Self-Service Boost Your Profits? (4) Cost Control Pointers for Small Marketers, (5) Personnel Control for Small Marketers, (6) Reducing Stock Shrinkage in Small Firms, (7) Balanced Skills: Measure of Effective Managers, (10) Picking an Auditor for Your Firm, (11) Under-Used Sources of Employees, and (12) How Better Business Bureaus Help Small Business. The articles are not designed to be all-inclusive, but to highlight vital problems and suggest a few steps toward their solution. Other documents in this series are available as VT 006 181-VT 006 187. (MM)

VT 006 185
Goodpasture, Bruce, Ed.
Small Marketers Aids. Annual No. 5.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:5, $.45).
Pub Date - 63 102p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; MANAGEMENT; *REFERENCE MATERIALS; *DISTRIBUTIVE EDUCATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; *BUSINESS; ADULT VOCATIONAL EDUCATION; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Marketers Aids Series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale and service firms. Included are 12 issues published in 1960 and titled: (1) Innovations--New Ideas as a Source of Profit, (2) Essential Personal Qualities for Small Store Managers, (3) Controlling Your Business Future, (4) Break-Even Point Studies for Small Marketers, (5) Advertising for Profit and Prestige, (6) Boost Profits by Cutting Markdowns, (7) Are You Really Service-Minded? (8) Is Your Staff Service-Minded? (9) How Good Are Your Servicemen? (10) Improving Collections From Credit Sales, (11) Store Modernization Checklist, (12) Sales Contests for Wholesalers. The articles are not designed to be all-inclusive, but to highlight vital problems and suggest a few steps toward their solution. Other documents in the series are available as VT 006 181-VT 006 187. (MM)

VT 006 186
MacArthur, Jean B., Ed.
Small Marketers Aids. Annual No. 6.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:6, $.35).
Pub Date - 64 99p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; MANAGEMENT; *REFERENCE MATERIALS; *DISTRIBUTIVE EDUCATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; *BUSINESS; ADULT VOCATIONAL EDUCATION; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Marketers Aids Series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are 11 issues published in 1961 and titled: (1) Are Your Textile Labels Legal? (2) Trade Regulation and Small Business, (3) Common Sale and Payment Terms, (4) Sales Promotion Pointers for Small Retailers, (5) Effective Salesmanship in Small Service Firms, (6) Making the Most of Your Show Windows, (7) Cost Cutting Through Work Measurement, (8) Strengthening Sales Personnel and Policies (9) Meeting the Risks of Change, (10) Depreciation Costs--Don't Overlook Them, and (11) Using Weather Services in Your Business. The articles are not designed to be all-inclusive, but to highlight vital problems and suggest a few steps toward their solution. Other documents in the series are available as VT 006 181-VT 006 187. (MM)

VT 006 187
MacArthur, Jean B., Ed.
Small Marketers Aids. Annual No. 7.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.14/2:7, $.40).
Pub Date - 65 103p.

INDIVIDUAL INSTRUCTION; SELF HELP PROGRAMS; *MARKETING; MANAGEMENT; *REFERENCE MATERIALS; *MANAGERIAL OCCUPATIONS; *DISTRIBUTIVE EDUCATION; MANAGEMENT EDUCATION; *BUSINESS; ADULT VOCATIONAL EDUCATION; BUSINESS SKILLS

This booklet is one of a series designed to bring together the Small Business Marketers Aids Series which were developed to provide practical business management ideas for owners and operators of small retail, wholesale, and service firms. Included are 12 issues published in 1962 and titled: (1) Are You Selling Today's Customers? (2) Understanding Why They Buy, (3) Building the Right Reputation, (4) Can You Afford Installment Selling? (5) Handling the Problem Employee, (6) Direct Mail Advertising for Small Retailers, (7) Building Sales to Established Accounts, (8) Building Sales to Younger Customers, (9) Managing Women Employees in Small Business, (10) Checklist for Going Into Business, (11) Specialized Help for Small Business, (12) Census Information for Your Business. The articles are not designed to be all-inclusive but to highlight vital problems and to suggest a few steps toward their solution. Other documents in this series are available as VT 006 181-VT 006 187. (MM)

VT 006 637
Success and Failure Factors in Small Business. Administrative Management Course Program Topic 1.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:1, $1.25).
Pub Date - 64 90p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *BUSINESS; *TEACHING GUIDES; *SUCCESS FACTORS; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about the success and failure factors in small businesses. The course is designed to be taught by a management specialist. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 638-VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 006 638
Managing to Sell. Administrative Management Course Program Topic 3.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. (SBA1.24:3, $1.50).
Pub Date - 64 86p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *SALESMANSHIP; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

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VT 006 639
The Why and What of Bookkeeping. Administrative Management Course Program Topic 4.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:4, $1.50).
Pub Date - 65 78p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *BOOKKEEPING; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching bookkeeping for small businesses. The course is designed to be taught by a banker or a financial executive. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637, VT 006 638, VT 006 640, VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 006 640
Financing--Short and Long Term Needs. Administrative Management Course Program Topic 5.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:5, $1.50).
Pub Date - 65 84p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *BUSINESS; *TEACHING GUIDES; *FINANCIAL NEEDS; UNITS OF STUDY (SUBJECT FIELDS); MANAGEMENT EDUCATION; *MANAGERIAL OCCUPATIONS

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching the financing of small businesses. The course is designed to be taught by a banker or a financial executive. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637-VT 006 639, VT 006 641, and VT 006 643-VT 006 648. (MM)

VT 006 641
Personnel Management. Developing Good Employees. Administrative Management Course Program Topic 6.

Small Business Administration, Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:6, $1.25).
Pub Date - 65 102p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *PERSONNEL; *MANAGEMENT; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

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VT 006 643
Choosing a Form of Business Organization. Administrative Management Course Program Topic 11.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:11, $1.50).
Pub Date - 65 76p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *BUSINESS; *TEACHING GUIDES; *ORGANIZATION; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

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VT 006 644
Safeguarding Your Business and Management Succession. Administrative Management Course Program Topic 12.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:12, $1.50).
Pub Date - 65 80p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *INSURANCE PROGRAMS; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about financial management and insurance for small businesses. The course is designed to be taught by a management consultant or a retail businessman. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637-VT 006 641, VT 006 643, and VT 006 645-VT 006 648. (MM)

VT 006 645
Small Business Location and Layout. Administrative Management Course Program Topic 13.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:13, $1.50).
Pub Date - 65 77p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *BUSINESS; *TEACHING GUIDES; *GEOGRAPHIC LOCATION; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; SITE SELECTION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about the location and layout of small businesses. The course is designed to be taught by a management consultant or a chamber of commerce official. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637-VT 006 641, VT 006 643, VT 006 644, and VT 006 646-VT 006 648. (MM)

VT 006 646
Effective Advertising. Administrative Management Course Program, Topic 14.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:14, $1.25).
Pub Date - 65 80p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *MANAGERIAL OCCUPATIONS; *PUBLICIZE; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

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VT 006 647
Sources of Assistance and Information. Administrative Management Course Program Topic 15.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. (SBA1.24:15, $1.50).
Pub Date - 65 79p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BUSINESS; *TEACHING GUIDES; *INFORMATION SOURCES; UNITS OF STUDY (SUBJECT FIELDS); *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about sources of assistance and information. The course is designed to be taught by a librarian or management consultant. Related documents are available as VT 000 238, VT 001 700, VT 002 029, VT 002 830, VT 005 516, VT 006 637-VT 006 641, VT 006 643-VT 006 646, and VT 006 648. (MM)

VT 006 648
Why Customers Buy (And Why They Don't). Administrative Management Course Topic 16.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.24:16, $1.25).
Pub Date - 67 66p.

*DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; SALESMANSHIP; *MANAGERIAL OCCUPATIONS; MANAGEMENT EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *CONSUMER ECONOMICS

The Administrative Management Course Program was developed by the Small Business Administration (SBA) in cooperation with educational institutions in 1954 to bring modern management knowledge and techniques to owners and managers of small businesses. A committee on management education was formed consisting of representatives of the Distributive Education division of the American Vocational Association, and the SBA to study ways of meeting the small-business management needs of small communities. The committee recommended that a series of subject presentations be developed. This document is one of the recommended series and includes lesson plans, lectures, visual aids, case studies, handout materials, assignments, and a bibliography for teaching about customer motivation for buying. The course is designed to be taught by a marketing specialist or a psychologist. Related documents are available as VT 002 235, VT 001 700, VT 002 079, VT 002 830, VT 005 516, VT 006 637, VT 006 638, VT 006 639, VT 006 640, VT 006 641, VT 006 643, VT 006 644, VT 006 645, VT 006 646, and VT 006 647. (MM)

VT 006 737
The Economic Facts of Life for the Small Engine Service Dealer. Volume 1, Financial.

Automotive Electric Association, Detroit, Mich. Engine Service Institute
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($2.00).
Pub Date - 64 60p.

*REFERENCE MATERIALS; ECONOMIC FACTORS; *ENGINES; *MANAGERIAL OCCUPATIONS; *DISTRIBUTION EDUCATION; MANAGEMENT EDUCATION; MANAGEMENT; *BUSINESS; POST SECONDARY EDUCATION; HIGH SCHOOLS; ECONOMIC OPPORTUNITIES

Developed by a committee of subject matter specialists from the technical staffs of six Automotive Electric Association small engine manufacturers, this reference was developed for use by small air-cooled engine specialists and as an occupational aid to small engine dealers. The content includes chapters on: (1) industry scope including opportunity, stability, and challenge, (2) management of capital, and (3) labor rate calculations to provide for overhead and livelihood. The teacher should have knowledge and experience in the small engine field, and students should be interested in establishing themselves in the small engine business. An appropriate setting for this course of approximately 20 hours would be a trade, vocational, high, or college school. Volume II of this series is available as VT 006 738. (DM)

VT 006 738
The Economic Facts of Life for the Small Engine Service Dealer, Volume 2, Operational.

Automotive Electric Association, Detroit, Mich. Engine Service Inst.
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($2.00).
Pub Date - 66 75p.

*REFERENCE MATERIALS; MANAGEMENT EDUCATION; ECONOMIC OPPORTUNITIES; *ENGINES; *DISTRIBUTIVE EDUCATION; *BUSINESS; MANAGEMENT; HIGH SCHOOLS; POST SECONDARY EDUCATION; ECONOMIC FACTORS

Designed by subject matter specialists from the technical staffs of six Automotive Electric Association small engine manufacturer members, this reference is for male students of post-high school age with average mechanical aptitude. The content includes suggestions for inventory control and buying guides, off-season activities, and using money as a tool. Teachers should have knowledge and experience in the small engine field and students should be interested in establishing a small engine business. This 20-hour course is recommended for use in trade schools, vocational schools, high schools, and community colleges. Volume I of this series is available as VT 006 737. (DM)

HEALTH
OCCUPATIONS
SECTION

VT 000 601
Practical Nursing.

Kenosha Technical Inst., Wis. Board of Vocational, Technical, and Adult Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 107p.

*PRACTICAL NURSES; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; HEALTH OCCUPATIONS EDUCATION

The graduate of this program is the trained practical nurse who has acquired the competencies of the beginning nursing practitioner and is prepared to continue her development through experience and inservice education. The program of study consists of two semesters (18 weeks each) and one summer session (10 weeks). Courses included are: (1) Communicative Skills, (2) Growth and Development, (3) Life Adjustments, (4) Introduction to Nursing and Medical Surgical Nursing, (5) Drugs, (6) Nutrition, (7) Personal, Family, and Community Living, (8) Personal and Vocational Relationships I, (9) Structure and Function of the Body, (10) Medical Surgical Nursing I, (11) Nursing Care of Mothers and Infants, (12) Nursing Care of Children, (13) Nursing Care of the Mentally Ill, (14) Medical Surgical Nursing II, (15) Nursing Experience, and (16) Personal and Vocational Relationships II. Class description, objectives, and instructional units are included for each course. Physical facilities and equipment, supervision and administration of the program, and qualifications of the instructional personnel are also presented. (PS)

VT 000 783
Smith, Elizabeth M.
Nursing Procedures for the Practical Nurse; Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
Ohio State Univ., Columbus. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($4.00).
Pub Date - Feb66 454p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *PRACTICAL NURSING; ADULT VOCATIONAL EDUCATION

Developed by a committee of instructors with local and state supervisors, this manual contains 81 nursing procedures and 68 assignment sheets designed to assist the student in learning nursing procedures. The exact method for use of this material can vary according to the instructional situation. Typical assignment sheet subjects are interpretation of medical abbreviations, admission of patient, asepsis, measurement of intake and output, and collection of specimens. These assignment sheets list objectives, assigned readings, and questions. Typical procedures presented are back rub, body positions, draping, enema, hypodermic injection, and postoperative care. These are organized to include introductory information, purpose, equipment, safety factors, steps, and keypoints. A separate answer booklet, "Nursing Procedures for the Practical Nurse Answer Book" is available as VT000 784. (JK)

VT 002 161
Cohn, Gary, comp.
Cabrillo College X-Ray Technology Program.

Cabrillo Coll., Aptos, Calif.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct63 17p.

*HEALTH OCCUPATIONS EDUCATION; RADIOGRAPHERS; *CURRICULUM GUIDES; *CURRICULUM; TECHNICAL EDUCATION

The curriculum offered conforms to requirements of the American College of Radiology, the American Medical Association, and the American Registry and American Society of Radiologic Technologists. The first semester of the 24-month hospital-college cooperative program is spent exclusively at the college which offers elementary physics, human anatomy, English composition, health education, typing and "activity" to total 15½ units. During the remainder of the program, the student earns nine units in English or speech, history, and political science and 40 units in X-ray technology which includes radiographic procedures, medical terminology, ethics, mathematics, anatomy, and physics. Clinical experience begins in the third term and continues to the end of the program. Lectures in medical technology total 436 hours, and laboratories, including clinical experience, total 2,484. The laboratory schedule, day and evening lecture topics, and a reading reference list are included. (JK)

VT 003 244 ED 023 798
Inhalation Therapy Technicians.

Springfield Technical Inst., Mass.
EDRS PRICE MF-$0.25 HC-$1.12
Pub Date - 65 26p.

*CURRICULUM; *HEALTH OCCUPATIONS EDUCATION; *INHALATION THERAPISTS; PROGRAM DEVELOPMENT; PROGRAM GUIDES; EDUCATIONAL FACILITIES; STUDENT RECORDS; CLINICAL EXPERIENCE

A 10-month program to be conducted cooperatively by the Springfield Technical Institute and Mercy Hospital, Springfield, consists of 1,206 hours, including 700 hours of clinical practice, and aims at preparation to (1) administer gases by means such as catheter, tents, hoods, (2) assemble and apply pressure devices to the patient, (3) assemble equipment for and instruct the patient in aerosol therapy, (4) maintain, service, and repair equipment, and (5) maintain records on patients receiving inhalation therapy. Components courses in a proposed curriculum are briefly described. Text and reference books, films and other audiovisual aids, field trips, and equipment available and techniques performed at Mercy Hospital are listed. Sample experience records and evaluation forms are included. (JK)

VT 004 750
Refresher Programs for Inactive Professional Nurses, A Guide for Developing Courses of Study. Public Health Service Publication No. 1611.

Public Health Service, Arlington, Va. Div. of Nursing.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.6/2--N93/13, $0.25).
Pub Date - Apr67 58p.

*CURRICULUM GUIDES; *REFRESHER COURSES; *NURSES; BIBLIOGRAPHIES; SELF EVALUATION; INSTRUCTIONAL FILMS

Developed to assist in designing courses of study for preparing inactive professional nurses to return to active practice, the guide is a course of study in outline form. The units are (1) Introduction, (2) Review of Previously Acquired Basic Nursing Care Skills, (3) Nursing Management of the Medical and Surgical Patient, (4) Nursing Management of Complications of the Medical and Surgical Patient, (5) Review of and Introduction to New Diagnostic Tests, and (6) Leadership Role of Professional Nurse. Each unit includes suggestions for approach and method, a content outline, and a list of related periodical articles. Appendixes include a suggested 4-week plan, a self-evaluation guide, a bibliography of reference books, and a list of suggested films.(JK)

VT 005 278 ED 019 496
The Pre-Technical Project, A Demonstration in Education for Technology. Medical Technology, 11th and 12th Year.

New York City Board of Education, Brooklyn, N.Y. Bureau of Curriculum Development
EDRS PRICE MF-$1.00 HC-$9.08
Correlated and Pre-Technical Programs, 480 Pacific Street, Brooklyn, New York 11217 (single copies to school systems without charge).
Pub Date - Aug67 232p.

*PROGRAM GUIDES; *CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; GRADE 12; *PRETECHNOLOGY PROGRAMS; EXPERIMENTAL CURRICULUM; UNDERACHIEVERS; TEACHING METHODS

Medical technology is one of three offerings of the pretechnical project designed to remotivate underachieving high school students who, upon successful completion of the program, may be admitted to the career programs of the community college. Developed by a committee of teachers at the local level, the manual is intended to assist teachers, supervisors, and administrators in operating the project. Students, selected for the program at the end of the 10th year, are blocked-programed for English, science, mathematics, and a technical laboratory for 16.5 hours per week, but mix with other students for the remaining classes. Team teaching, interdisciplinary correlation, and a laboratory-type curriculum are used. Program aims, student selection, organization and administration, student evaluation, recordkeeping, guidance procedures, and teacher role are discussed in detail. Outlines of correlated units in English, mathematics, and science constitute the major portion of the manual. Examples of science units, the focus of the correlation, for the year are (1) Energy and the Structure of Matter, (2) Water, (3) Solutions, Suspensions, and Colloids, (4) The Chemical Equation and Mathematical Applications, (5) Organic Chemistry, and (6) Nuclear Chemistry. Examples of twelfth year units are (1) Physical and Chemical Properties of Protoplasm, (2) Chemical Reactions of Protoplasm, (3) The Chemistry of Energy Supplies, (4) The Origin of Life and Levels of Organization, (5) Infections and Functional Disorders, and (6) The Science of Immunology and Modern Chemotherapy. Sample forms to be used in the guidance program are included. For other project offerings, see VT 005 279 - VT 005 281 in AIM Fall '68. (JK)

VT 005 460
Madison Vocational and Adult School-School for Medical Assistants.

Madison Vocational, Technical, and Adult Schools, Wis.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 15p.

*CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS; POST SECONDARY EDUCATION

This guide is for administrator and teacher use in developing a post-secondary vocational school program to prepare students for employment as medical assistants. It was developed by a supervisor, a teacher-coordinator, and teachers at the local level, tested in a local school, and adopted by five other vocational-technical schools in the state. The objective of the program is to enable the students to acquire the knowledge, skills, and understanding of ethics and human relations necessary to assist the physician efficiently in his office. The major areas of the program are (1) Medical and Related Information, 348 hours, (2) Medical Office Secretarial Information, 525 hours, (3) Nursing Information, 286 hours, (4) Laboratory Techniques, 64 hours, and (5) Clinical Practice, 80 hours. Each of 14 units within the areas include introductory information, objectives, and a list of content and topics. Teachers should be occupationally competent practitioners and teachers in the medical field. Requirements for students are high school graduation or equivalency, one unit of science, one unit of typing, and a twelfth grade reading level. (JK)

VT 005 535 ED 023 827
Rabeau, E.S.
Health Auxiliary Training, Instructor's Guide.

Public Health Service (DHEW), Washington, D.C. Div. of Indian Health
EDRS PRICE MF-$1.00 HC NOT AVAILABLE FROM EDRS.
PHSP-1543
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.6/2:H34/3, $1.75).
Pub Date - 66 261p.

*TEACHING GUIDES; *CURRICULUM GUIDES; HEALTH OCCUPATIONS EDUCATION; *COMPANIONS (OCCUPATION); ADULT VOCATIONAL EDUCATION; *AMERICAN INDIANS

This guide for the training of home health aides is a compilation of lecture outlines supplemented by a suggested class schedule for the use of the program director in planning the overall program and preparing for the classes he is to teach. Developed by the Training Branch of the Division of Indian Health in cooperation with the Office of Indian Health in cooperation with the Office of Economic Opportunity, the Oglala Sioux Tribe, and other interested individuals, the purpose of the program was to equip aides drawn from the reservation population to augment the Division's community health activities on the Pine Ridge Reservation in South Dakota. Units include: (1) Introduction, (2) Anatomy and Physiology, (3) Epidemiology, (4) Basic Home Nursing and Home Health Practice, (5) Environmental Health, (6) Home Management, (7) Community Resources, (8) Accident Prevention, (9) Education Techniques, and (10) Human Relations. Quizzes and lists of suggested references and teacher aids follow each unit. The classroom phase of the training was conducted in two sessions of twelve weeks each with twelve aides attending each session followed by four months of on-the-job training. Personnel qualified to handle each subject area are suggested. (JK)

VT 005 536 ED 023 828
Closed Drainage of the Chest; A Programed Course for Nurses.

Public Health Service, Washington, D.C. Div. of Nursing
EDRS PRICE MF-$1.00 HC-$9.44
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($1.50).
Pub Date - May65 234p.

*PROGRAMED UNITS; *HEALTH OCCUPATIONS EDUCATION; *NURSES; *NURSING; HOSPITALS; *REFRESHER COURSES

This programed course, intended primarily for registered nurses and particularly for those returning to practice after a period of retirement, may also have value for other nursing personnel. The general objective is to assist the nurse in the hospital to improve the quality of the nursing care given to the patient placed on a closed chest drainage system. Units are Anatomy and Physiology, Rationale of Therapy, and The Apparatus. The material is to be used by the individual student, and two separate sessions totaling three to four hours are recommended for the completion of the course. An optional review is included following the section on anatomy and physiology for the use of students who, on the basis of their knowledge, desire to omit this section. Numerous diagrams are presented and a reference list is included. (JK)

VT 005 599
Goodson, Cora L.
Temperature, Pulse, and Respiration Measurement, A Programmed Notebook for Nursing Assistants. Public Health Service Publication No. 1456.

National Institutes of Health, Bethesda, Md. Clinical Center
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.22:T24, $1.00).
Pub Date - 66 72p.

*PROGRAMED UNITS; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING; *TECHNIQUES

This programed unit is for student use before the class session in which the actual measurement of temperature, pulse, and respiration is practiced. The five major sections are Temperature, The Clinical Thermometer, Pulse, Respiration, and Technique and Procedure. Each section includes the initial lesson and a review, both of which are in the form of completion statements. (JK)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 337
Guide for Homemaking Seminar, 1963.

Rochester City School District, N.Y. Dept. of Homemaking
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 55p.

*TEACHING GUIDES; *HOMEMAKING EDUCATION; GRADE 11; GRADE 12; TALENTED STUDENTS

Resource units are provided for teacher use in selecting materials to meet the needs of above-average 11th and 12th grade students who have had little home economics background. The materials were developed by local home economics teachers and consultants, taught experimentally for 1 year, edited and revised. Home and family living units and subject matter areas presented are: (1) child study (preparing for parenthood, and providing for the basic needs of children), (2) clothing and textiles (becoming a better consumer, caring for your clothes and clothing for travel), (3) employment possibilities (looking at present and future employment), (4) food and nutrition (selecting, storing, and using foods), (5) housing (selecting for your needs, planning house and grounds, financing your home, and realizing responsibilities in housing), (6) home furnishings (using color and design in home furnishings, selecting and arranging furniture, choosing accessories and buying of home furnishings), (7) management of resources (managing money, time, and energy), and (8) relationships (understanding yourself and others, and understanding marriage in our society). Resource materials, content, generalizations, and suggested learning experiences for each unit are outlined in tabular form. A bibliography of books, periodicals, booklets and pamphlets is organized by home economics subject matter. (FP)

VT 000 806 ED 021 952
Resource Materials for Home Economics Teachers to Use as a Guide in Developing Local Programs in Homemaking and Family Life Education.

Michigan State Dept. of Public Instruction, Lansing
EDRS PRICE MF-$0.50 HC-$3.16
Pub Date - 65 77p.

*HOMEMAKING EDUCATION; *BEHAVIORAL OBJECTIVES; COGNITIVE PROCESSES, KNOWLEDGE LEVEL; PSYCHOMOTOR SKILLS; *RESOURCE UNITS; CURRICULUM DEVELOPMENT; LEARNING EXPERIENCE; STUDENT EVALUATION; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS

Guidelines for teacher use in developing local vocational homemaking programs for boys and girls in grades 7 through 12 were developed by regional groups of home economics teachers and teacher educators. Local programs should reflect the social, economic, and cultural profile of the community and the current trends in education and society. Part I contains (1) an explanation of the organization and use of the materials, (2) a chart showing the relationship of the parts to the overall philosophy of home economics, (3) a discussion of two basic concepts which pervade and influence all home economics teaching: human growth and relationships" and "management," and (4) generalizations related to these concepts for each of the seven areas of home economics. Behavioral objectives are suggested for the cognitive, affective, and psychomotor domains. Part II lists behavioral objectives, according to domains and for each objective provides learning experiences and evaluation techniques in the seven subject matter areas. The materials are not classified into grade levels to facilitate adaptation to both individual student and community needs. Part III is a bibliography of books and bulletins for students and teachers. (FP)

VT 000 826
Curriculum Outline for Grades 7 thru 12, Homemaking.

Nebraska State Dept. of Education, Lincoln. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug66 9p.

*HOMEMAKING EDUCATION; *COURSE CONTENT; CURRICULUM PLANNING; HIGH SCHOOLS; *CURRICULUM

Guidelines to help teachers plan home economics programs for grades 7 through 12 were developed by the State supervisory staff. Home economics students of the University of Nebraska evaluated and revised the plans, and classroom teachers tested them. Objectives of the course are to help people identify and develop certain fundamental competencies that will be effective in personal and family living regardless of the particular circumstances of the individual or family. The suggested curriculum provides a stucture for the comprehensive program. A scope and sequence outline, in chart form, lists basic learnings and time allotments at each grade level for units in: (1) foods and nutrition, (2) family finance and home management, (3) personal, social, family relationships, (4) child development and guidance, (5) clothing and textiles, (6) housing, home furnishings, and equipment, and (7) planning, home practice, evaluation, and school activities such as Future Homemakers of America. The outlined one- or two-semester unit for senior boys and girls Preparing for Adult Living suggests learning experiences in: (1) responsibilities and roles of adults in society, (2) parenthood and needs of infants and adolescents, (3) consumer education, (4) family life cycle, (5) physical, psychological, and social aspects of family housing, and (6) clothing and nutrition for the family. A certified homemaking teacher is required for these courses. (FP)

VT 000 864
Hammonds, Carsie, ed.
Home and Family Living for Seniors, Suggestive Units for a Mixed Class of Senior Girls and Boys (Tentative Form).

Kentucky Univ., Lexington. Dept. of Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug63 138p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; GRADE 12

This guide is for teacher use in planning family living classes for senior boys and girls who have not previously elected home economics in their programs. It was developed by a workshop of graduate students in home economics education under the guidance of a university teacher-educator. Incorporated into each unit are suggested problems, teaching objectives, possible generalizations, learning experiences, teaching aids, and terms to know. A list of characteristics of later adolescence with implications for the curriculum is included. Units include: (1) Clues for Clothing, (2) Housing, Today and Tomorrow, (3) Dollars and Cents, (4) You and Your Family, (5) Living with Children, and (6) Partnership in Family Meals. Questionnaires, evaluation devices, and check lists are part of each unit. Selected resource materials for co-educational classes are listed. (FP)

VT 001 285
Homemaking Education in Oregon Secondary Schools.

Oregon State Dept. of Education, Salem
Oregon State Superintendent of Public Instruction, Salem
MF AVAILABLE IN VT-ERIC SET.
Home Economics Education, State Department of Education, Public Service Building, Salem, Oregon 97310 ($2.90).
Pub Date - 65 237p.

*CURRICULUM GUIDES; *HOMEMAKING EDUCATION; SENIOR HIGH SCHOOLS; JUNIOR HIGH SCHOOLS; EDUCATIONAL PHILOSOPHY

This handbook is for teacher use in developing home economics curriculums for junior high and senior high school students. It was developed by teacher education workshops and area group work, added to, and edited. The objectives are to provide opportunities for personal development, improved family relationships, and community responsibility. The emphasis is on problem solving and critical thinking and is designed to help students identify, clarify, and establish values which will enable them to make decisions which will be satisfying to themselves and their families. In each of the six areas of homemaking--relationships, management, child care and development, clothing and related arts, food and nutrition, and housing and home furnishing--an initial challenge, steps in developing a unit, a basis for planning the number of lessons, goals, basic understandings, and learning experiences are outlined for each grade--7 through 12. Steps in planning the year and developing a unit, sample teaching aids, and evaluation instruments are included. The appendix contains key words and terms used in stating goals, home experience suggestions, references, and an index of selected resources. The document is reproduced on multi-colored paper, each color designating an area of home economics. (FP)

VT 001 635 ED 019 400
Guidelines for Extended Class Learnings.

Washington State Board for Vocational Education, Olympia. Home and Family Life Div.
EDRS PRICE MF-$0.25 HC-$2.00
H-E-Bull-28
Pub Date - 48p.

*HOMEMAKING EDUCATION; *FIELD EXPERIENCE PROGRAMS; HOME VISITS; PARENT SCHOOL RELATIONSHIP; *TEACHING GUIDES; *PROGRAM GUIDES; STUDENT EVALUATION

The purpose of this guide is to help the homemaking teacher plan for learning experiences which extend beyond the classroom. Extended learning experiences enrich the student's education by giving her opportunities to apply knowledge, skills, and values to real problems in actual situations. She is encouraged to learn more about an area of interest or need and to make practical applications at home of principles learned in class. These learnings and experiences, combined with Future Homemaker of America experiences, work together to achieve the goals of home and family life education. Suggestions, illustrations, charts, and forms are provided for introducing, interpreting, setting standards, planning, supervising, and evaluating all phases of the program. Each section of the document is on different colored paper, has its title on the margin, and is recessed for easy identification. (MS)

VT 002 567
Basic Guide for Food Service Training.

North Carolina State Dept. of Public Instruction, Raleigh. Home Economics Section
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jul65 75p.

*OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; HIGH SCHOOLS; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS
NORTH CAROLINA; OCCUPATIONAL COURSE 714.3 FOOD SERVICE

This guide is for teacher use in planning occupational food service courses which will prepare senior boys and girls for employment requiring less than technical knowledge working under the supervision of experienced personnel. The guide was cooperatively developed by the State home economics education supervisory staff, staff members of the school lunch section, nutritionists, and representatives of hospital food service programs and commercial eating establishments. Prerequisite for the course is general home economics, where the student has been introduced to nutrition and food preparation. The course may be offered in any high school, by a qualified home economics teacher where quantity food service facilities and employment possibilities exist. The course prescribes one hour classroom instruction daily and fifty hours of observation during the school year. Outlines are provided for the subject matter areas of: (1) grooming and personal hygiene, (2) food preparation, (3) menu planning for quantity food service, (4) work stations, (5) safety, sanitation and food storage, (6) food service personnel, (7) care and use of equipment, (8) business relations, and (9) the legal aspects of employment. The appendix contains additional learning experience suggestions, on-the-job observation checklists, inspection criteria used by the health department, and a bibliography. (FP)

VT 003 429
Family Relationships and Child Development for Secondary Schools and Adult Education.

Idaho State Board for Vocational Education, Boise. Home Economics Education Div.
MF AVAILABLE IN VT-ERIC SET.
Idaho-Vo-Ed-60
Pub Date - 67 192p.

*HOMEMAKING EDUCATION; *FAMILY RELATIONSHIP; *FAMILY LIFE EDUCATION; *CHILD DEVELOPMENT; DEVELOPMENTAL TASKS; SECONDARY LEVEL; INSTRUCTIONAL MATERIALS

Materials for teacher use in planning a semester homemaking education course for secondary level and adult students were developed by 14 experienced homemaking teachers, teacher-educators, and state supervisors. The major objective is to prepare students to identify and develop certain fundamental competencies that will be effective in personal and family living regardless of the particular circumstances of the individual or the family. Developmental factors are outlined for early and later childhood and adolescence according to the topics: developing as an active, growing, male and female, secure, individual, creative, affectionate, communicating, thinking, self-controlled, socially acceptable, adequate, self-directing, responsible, conscientious, spiritual person. Characteristics and needs are listed for pre-, early, middle, and later adolescence. Differences are charted according to sex and grade level. Overall goals, grades 7, 8, 9, and instructional experiences are outlined for the 7th and 8th grade unit, "You and Your Friends." Goals, experiences, teaching aids, and basic learnings are suggested for Family Relations classes grades 9 through 12. (FP)

VT 004 126
Belsizer, Leota, And Others
Managing Multiple Roles in Homemaking.

Ohio Home Economics Association
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 2p.

*FAMILY RESOURCES; *WORKING WOMEN; FAMILY INCOME; *RESOURCE UNITS; *HOME MANAGEMENT; *HOMEMAKING EDUCATION

Research in Ohio showed that employed wives utilized more child care, housework, laundry, and sewing services than unemployed. There were no radical differences between the two groups in eating away from home (except lunch) nor in baking frequency. Working homemakers performed tasks at odd times. Nonemployed wives were more likely to own home freezers, automatic washers, electric sewing machines, and vacuum cleaners. Ownership and use of small electrical appliances was comparable for both groups. Working wives used most of their income for current living expenses. Families with employed homemakers used consumer credit more freely than those with just one income. The wives' income after job related and extra expenses amounted to 3/5 of her gross earnings in adult families and 1/2 when there were preschool children. Child care was found to be a real concern of working mothers. Estimates in 1961 valued the unpaid-for services of homemakers within the home at a minimum of $3,000. In teaching time and money management, resources need to be recognized for what they are--means to ends. Materials on making use of resources and teaching suggestions for budgeting time and money are presented. (FP)

VT 004 206 ED 021 985
Knorr, Amy Jean
Teaching-Learning Units in Food and Nutrition.

Arizona State Dept. of Vocational Education, Phoenix
Arizona Association of Future Homemakers of America, Phoenix
DOCUMENT NOT AVAILABLE FROM EDRS.
Arizona Association, Future Homemakers of America, 412 State Building, Phoenix, Arizona 85007 ($4.24).
Pub Date - 67 393p.

TEACHING GUIDES; REFERENCE MATERIALS; LEARNING EXPERIENCE; SCIENTIFIC PRINCIPLES; CULTURAL DIFFERENCES; SOCIAL INFLUENCES; HEALTH NEEDS; BEHAVIORAL OBJECTIVES; *FOODS; *NUTRITION; HIGH SCHOOLS; ELEMENTARY SCHOOLS; HOMEMAKING EDUCATION; STUDENT EVALUATION; CONCEPTUAL SCHEMES; *CURRICULUM GUIDES

Units for teacher use in foods and nutrition classes were developed by elementary and secondary teachers, teacher educators, and state supervisors, tested by classroom teachers, refined, and edited. The units, each printed on different colored paper, are (1) Food and Nutrition-Beginning Levels, (2) Science and Food-Intermediate Level, (3) Food for Families-Advanced Level. Each unit contains (1) a general approach and suggested time distribution, (2) an index consisting of a topical outline, and a list of materials such as references, filmstrips, and transparencies, (3) the unit proper, and (4) an appendix. The unit proper contains objectives classified according to Bloom's taxonomy, conceptual statements, and illustrative series of learning and evaluative experiences correlated in four parallel columns. The amount of time to be spent on the different segments and the grade level of the content of each unit will vary according to the cultural backgrounds, the learning abilities, the learning needs of students, and the total scope and sequence of home economics within the local school. Also included are (1) a bibliography of books, periodicals, bulletins, and pamphlets, charts, films, filmstrips, and slides, and (2) the rationale for the teaching-learning models. (FP)

VT 004 207 ED 021 986
Teaching-Learning Units in Child Development.

Arizona Association of Future Homemakers of America, Phoenix
Arizona State Dept. of Vocational Education, Phoenix
DOCUMENT NOT AVAILABLE FROM EDRS.
Arizona Association, Future Homemakers of America, 412 State Building, Phoenix, Arizona 85007 ($4.00).
Pub Date - 67 491p.

*CHILD DEVELOPMENT; *HOME ECONOMICS EDUCATION; FAMILY RELATIONSHIPS; *CURRICULUM GUIDES; LEARNING EXPERIENCE; CHILD CARE; ELEMENTARY SCHOOLS; HIGH SCHOOLS; *TEACHING GUIDES

This guide is for teacher use in planning instructional materials for elementary and secondary level child development classes. It was developed by elementary and secondary teachers, teacher educators, and state supervisors and was tested by classroom teachers, refined and edited. The suggested time allotment is a minimum of 6 weeks per unit. The age of the children whose development is being studied is the basis for content organization. The units, each on different colored paper, are (1) Conception-to-Two Years which is for advanced level students who will be more immediately concerned with this area, (2) Two-through-Five Years, and (3) Six-through-Twelve Years. Both of the latter were planned for use at either the beginning or intermediate level, depending upon the responsibility typically assumed by home economics students working with children and the availability of children for observation and participation experiences. Each unit contains a topical outline of content. Each section of the topical outline includes major objectives stated in levels of learning, conceptual statements, an illustrative series of experiences, teaching materials, and references for students and teachers. Each unit is self-contained and not dependent upon previous study in child development. A bibliography of books, bulletins and pamphlets, magazines, newsletters, films, filmstrips, and records is included in the appendix. (FP)

VT 004 208 ED 021 053
Teaching-Learning Units in Clothing and Textiles.

Arizona State Dept. of Vocational Education, Phoenix
Arizona Association of Future Homemakers of America, Phoenix
DOCUMENT NOT AVAILABLE FROM EDRS.
Arizona Association, Future Homemakers of America, 412 State Building, Phoenix, Arizona 85007 ($4.00).
Pub Date - 67 325p.

*CLOTHING INSTRUCTION; *TEXTILES INSTRUCTION; *HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; LEARNING EXPERIENCES; HIGH SCHOOLS; *TEACHING GUIDES; ELEMENTARY SCHOOLS

Guidelines for teachers who are planning lessons for elementary and secondary students in clothing and textile classes were developed by teachers, teacher educators, and state supervisors. Materials were tested by classroom teachers, refined, and edited. Models of teaching-learning units, each on different colored paper, are presented for three levels. The beginning level covers the significance, planning, and fashioning of clothing and construction procedures. The intermediate level covers the source and theoretical basis of fashion and textiles, consumer behavior and construction. The advanced level is based on the life cycle concept, provides scientific experimentation in buying and construction, and explores available careers. Each unit includes a topical content outline correlated with teaching materials and teacher references and a suggested time distribution chart. Each major section of each unit includes (1) objectives, (2) major ideas which are stated as concepts, (3) an illustrative series of learning experiences, (4) an illustrative series of evaluative experiences, (5) a bibliography of books, periodicals, bulletins, pamphlets, and filmstrips, and (6) instructional materials. Procedures used in developing the guide and suggestions for its use are discussed. (FP)

VT 004 345 ED 021 054
Hardy, Hazel, Ed.
A Guide for Teaching Child Development, A Book of Teaching Plans.

Nevada State Dept. of Education, Carson City
EDRS PRICE MF-$1.00 HC-$9.80
Pub Date - Feb67 243p.

*CHILD DEVELOPMENT; *HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; HIGH SCHOOLS; TEACHER GUIDES

This guide is for teacher use in planning child development courses which will teach basic human needs and help students foster healthy personalities in children. The materials were developed by home economics education students at the University of Nevada using the concept of structure formated in the U.S. Office of Education curriculum workshops and employing the levels of learning described in "Blooms Taxonomy of Education Objectives." The units are (1) Helping with Children which is for grade 7, 8, or 9 and has 15 lessons, (2) Learning about Children which is for grade 9 or 10 and has 20-30 lessons, (3) Prenatal Development and The First Years of Life which are for grade 11 or 12 and have 15-20 lessons, and (4) Preparation for Parenthood which is for grade 11 or 12 and has 20-30 lessons. Each subunit is developed around a generalization and contains desired outcomes, learning experiences, background materials, and a bibliography. (FP)

VT 004 413
Scott, Mary Jane, Comp.
Family Finance, A Guide for Teachers of Home Economics.

Arkansas State Coll., Conway
Arkansas State Dept. of Education, Little Rock. Home Economics Education
National Committee for Education in Family Finance, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 56p.

*MONEY MANAGEMENT; *HOME MANAGEMENT; *HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; *FAMILY RESOURCES; HIGH SCHOOLS; CONSUMER EDUCATION

This curriculum guide is for teacher use in planning and directing learning experiences which will enable home economics students to gain a better understanding of financial management and to utilize their resources to achieve personal and family objectives. It was developed from resource units prepared and reviewed by 18 home economics teachers participating in family finance workshops held in cooperation with the National Committee for Education in Family Finance and the Arkansas State Department of Education. Suggested scope and sequence of key concepts for eighth grade or Home Economics I are attitudes about money and its use, values and goals, managing personal income, contributions to family income, teenage credit, and consumer buying. Home Economics II key concepts include budgeting, banking services, use of credit, family security, estate planning, and community responsibility. The scope and sequence for teaching concepts in Home Economics III include standards and levels of living, guides for consumer buying, consumer protection, consumer and the national economy, and financing housing. Any or all of the concepts from the 3 levels might be included in a family living course, while concepts for adult home economics courses must be selected to meet the needs of the group being served. Curriculum materials on each of the family finance concepts provide generalizations, objectives, and related learning experiences to develop the stated concepts. Student references listed for use in family finance education at each level includes books, bulletins and pamphlets, and periodicals. Suggested teacher references, evaluation forms, and a list of home experiences are also included. (FP)

VT 004 990
MacAllister, John J.
Quantity Food Preparation, A Suggested Guide.

Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.282:82015, $.35).
Pub Date - 67 41p.

*FOOD SERVICE OCCUPATIONS; *OCCUPATIONAL HOME ECONOMICS; *FOODS INSTRUCTION; INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; HIGH SCHOOLS; POST SECONDARY EDUCATION; *TRADE AND INDUSTRIAL EDUCATION

This guide is for teacher or administrator use in developing a program to prepare food service workers for entry level jobs in quantity food preparation. It was developed by the Education Department of the National Restaurant Association and reviewed by food service education specialists. The curriculum outline is adaptable to a 2- or 3-year course as part of a high school program or specialized trade program. The main objective of the course is to teach the basic steps on sound food preparation methods. Subject matter areas are (1) Basic Principles of Food Preparation, (2) Science Related to Food Preparation, (3) Mathematics Related to Food Preparation, (4) English Related to Food Preparation, and (5) Safety Instruction. The content for each area is classified into three phases of instruction and outlined under the columnar headings: essential learning, scope of instruction, and related and technical information. Teaching materials, books, manuals, charts, films, and periodicals are numbered and correlated with each area of instruction. Descriptions of occupations in the food service industry and a list of supplementary teaching materials are included. (FP)

VT 005 318 ED 023 822
Training the Food Service Worker; Instructor's Guide.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Assn., Chicago, Ill.
Dept. of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. 20002 ($5.00).
Pub Date - 67 169p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *FOOD SERVICE WORKERS; HOSPITAL PERSONNEL; HIGH SCHOOLS; FOODS INSTRUCTION; FOOD SERVICE; NUTRITION INSTRUCTION; *HOSPITALS; STUDENT EVALUATION; BIBLIOGRAPHIES; POST SECONDARY EDUCATION

Curriculum materials for instructor use in planning lessons to train or retrain food service workers at the vocational high school or community college level were developed by professional consultants. They were tested in a nationwide on -the-job training program and revised according to instructor evaluation and consultant suggestions. A minimum of 60 hours plus on-the-job training is required for the program. Lessons contain objectives, main topics, unit content, aids and equipment for lecture, demonstration, and discussion. Format features multi-color illustrations of procedures and concepts plus note space. Lesson topics are: Orientation, Sanitation, Housekeeping and Safety, Nutrition, Food Service, Food Preparation, Production Planning, Nonfood Supplies, Employee Food Service, Patient Service, Cost Control, Meat-Fish-Egg-Poultry Cookery, and Cold Foods. Bibliographic sources and a final examination are included. A coordinated student manual (VT 005 319) and overhead transparencies are available. (FP)

VT 005 319 ED 023 823
Being a Food Service Worker; Student Manual.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Assn., Chicago, Ill.
Dept. of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. 20002 ($4.50).
Pub Date - 67 281p.

*TEXTBOOKS; *FOOD SERVICE WORKERS; HEALTH OCCUPATIONS EDUCATION; HOSPITAL PERSONNEL; *FOOD SERVICE; *FOODS INSTRUCTION; NUTRITION INSTRUCTION; *HOSPITALS; POST SECONDARY EDUCATION; HIGH SCHOOLS

Instructional materials for student use in training or retraining for the occupation of food service worker at the vocational high school or community college level were developed by professional consultants. They were tested in a nationwide on-the-job training program and revised according to instructor evaluation and consultant suggestions. A minimum of 60 hours plus on-the-job training is required for the program. Format of the text features bold print in color, multi-color illustration of procedures and concepts, plus not space. Lesson topics are: (1) Orientation, Sanitation, Housekeeping and Safety, Nutrition, Food Service, Food Preparation, Production Planning, Nonfood Supplies, Employee Food Service, Patient Service, Cost Control, Meat-Fish-Egg-Poultry Cookery, and Cold Foods. A coordinated instructor guide is available as VT 005 318. (FP)

VT 005 618 ED 023 831
Guidelines for Teaching Child Development, In Junior and Senior High School. Bulletin No. 33.

Washington State Div. of Vocational Education, Olympia. Home and Family Life Section
EDRS PRICE MF-$0.50 HC-$4.96
Pub Date - 68 122p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *CHILD DEVELOPMENT; CHILD CARE; HIGH SCHOOLS; *BEHAVIORAL OBJECTIVES; VALUES; *FAMILY RELATIONSHIP; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS

Curriculum materials developed through the cooperative efforts of the state supervisors, teacher-educators, homemaking teachers, and college child development specialists, are organized in terms of behavioral outcomes for the beginning, intermediate, and advanced levels, and contain generalizations with supporting content, suggested teaching plans, and reference lists. Subject matter areas are: (1) A Case for Teaching Child Development, (2) Values, (3) Development of Self, (4) Interpersonal Relationships, and (5) Family-Community Interaction. A color coded arrangement designates instructional level, behavioral outcomes and generalizations for the unit, teacher plan or references, information and the appendix. The appendix contains: (1) Guidelines for Organizing and Conducting a Play School, (2) Guidelines for Observations, (3) Suggestions for Developing a Unit on Babysitting, (4) Using Minute Dramas, Case Studies, and Case Situations, (5) Creative Expression Materials, (6) Books, Pamphlets, and Bulletins, Periodicals, and (7) Films, Filmstrips, and Transparencies. (FP)

VT 006 234
Basic Foods, Central High School, Grades 9 and 10. Curriculum Bulletin Number 255.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($3.00).
Pub Date - 62 122p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; FOODS INSTRUCTION; NUTRITION INSTRUCTION; GRADE 9; GRADE 10

These materials, developed by a committee of local teachers and supervisors, and tested in the classroom, are designed to help grade 9 and 10 pupils develop the elementary skills, appreciations and understanding necessary for employment in food serving establishments. The one semester program, which meets 2 hours daily, has been organized into the following instructional units: (1) Orientation, (2) Fruits and Vegetables, (3) Salads and Salad Dressings, (4) Soup and Accompaniments, (5) Breads and Sandwiches, (6) Milk, Cheese and Eggs, (7) Pastries, Cakes and Cookies, (8) Meat, Fish and Poultry, (9) Beverages and Appetizers, and (10) Cereals and Cereal Products. Each unit contains objectives, content, vocabulary, activities, evaluation, audio-visual aids and a bibliography. An appendix contains evaluation devices, charts, diagrams, visual aids, restaurant organization and positions available. (FP)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 531
Power. Bulletin No. 2149.

Michigan State Dept. of Public Instruction, Lansing
MF AVAILABLE IN VT-ERIC SET.
State Department of Education, P.O. Box 928, Lansing, Michigan 48904 (single copies without charge).
Pub Date - 65 39p.

*TEACHING GUIDES; *INDUSTRIAL ARTS; *ENGINES; JUNIOR HIGH SCHOOLS

This curriculum guide was developed by the State Industrial Arts Curriculum Committee of industrial arts teachers and professors for use by teachers in planning a one-semester course on power or energy conversion at the junior high school level. General course objectives are to (1) familiarize the student with power in producing useful work, (2) promote an interest in the mechanics of power equipment, (3) provide knowledge of operating principles of power producing engines and their industrial application, and (4) develop consumer knowledge, an appreciation of industry and its products, good work habits, and an appreciation for the safe and effective use of power. Major units are (1) Introduction and History of Power, (2) Measurements of Power, (3) Water Power, (4) Wind Power, (5) Pneumatics, (6) Hydraulics, (7) Electricity-Electronics, (8) Steam, (9) Internal Combustion, (10) Solar Energy, (11) Atomic Power, and (12) Rocket. Each unit gives objectives, class and teacher activities, and a bibliography of references and teaching aids. (EM)

VT 000 847
Holt, E.E.
A Guide for Industrial Arts in Ohio Schools, Second Edition.

Ohio Industrial Arts Assn., Columbus
Ohio State Dept. of Education, Columbus
MF AVAILABLE IN VT-ERIC SET.
State Department of Education, State Office Building, Columbus, Ohio 43215.
Pub Date - Apr63 42p.

*ADMINISTRATOR GUIDES; *INDUSTRIAL ARTS; *ELEMENTARY GRADES; HIGH SCHOOLS; *CURRICULUM; ADULT EDUCATION
OHIO

The purpose of this guide is to redefine industrial arts in light of the present day environment to outline a program which is broadly conceived to teach industry as a part of the education of all youth. The contents include a history of industrial arts in Ohio, some recognized purposes of education, a study of industry in the school program, a definition of industrial arts, and the unique contributions of industrial arts. The purposes and subject areas are given for elementary school, junior high school, and senior high school. Implications for special education and adult education are discussed. Factors affecting the program and facilities such as scheduling, grouping, class size, teacher competency, architectural considerations, service requirements, and spare requirements are also covered. (EM)

VT 001 479
Williams, Kenneth E.
Industrial Education in Hampton School System, 1966-1967.

Hampton Public Schools, Va.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 154p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; JUNIOR HIGH SCHOOLS; CURRICULUM; SENIOR HIGH SCHOOLS; *INDUSTRIAL EDUCATION; *PROGRAM GUIDES

The purpose of this guide is to help teachers coordinate the industrial arts curriculum. It was compiled and written by teachers under the direction of the vocational and industrial arts supervisor. Junior high school course outlines included are Industrial Arts I, II, III, IV, and supplementary areas Plastics, Power Mechanics, Leather, Ceramics, and Basic Electricity and Electronics. Senior high school course outlines included are Drafting, Architectural Drafting, Woodwork, Metals, Graphic Arts, Electronics, Masonry, and Metal Cluster. Each course outline gives: (1) time required, (2) topic, (3) topic objective, and (4) resource materials and aids. The industrial arts courses offered by the different schools in the system and a list of teachers are given. (EM)

VT 002 002 ED 021 963
Hastings, James R., Ed.
Ceramics, Project Ideas for Industrial Arts.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
EDRS PRICE MF-$0.75 HC-$7.48
Pub Date - 66 185p.

*RESOURCE UNITS; *INDUSTRIAL ARTS; *CERAMICS; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; *STUDENT PROJECTS

This book of ceramic project ideas is for teacher or student use in secondary industrial arts courses. It was developed in a workshop by teachers. The content objectives are to provide useful projects and units of instruction and to give direction to ceramics instruction which is in keeping with a changing technology. Forty-one project plans are presented under these units: (1) Hand Forming, (2) Slab Constructing, (3) Free Forming, (4) Press Molding, (5) Solid Casting, (6) Slip Casting, (7) Extruding, (8) Throwing and Turning, and (9) Jiggering. Each unit gives project plans, student activities, project procedures, related technical information, teacher demonstrations, related cultural information, and references. Similarly organized units cover 13 tools or pieces of equipment such as a jigger arm, stilts, an extrusion press, and a turning box. Information concerning the making of glazes is also included. Supplementary materials include a glossary of ceramic terms, a bibliography of books and periodicals, and indexes to related technical and cultural topics. (EM)

VT 002 009 ED 022 843
Industrial Arts Humanities Media Guide: CUE.

New York State Education Dept., Albany
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.76
Pub Date - 65 117p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *INDUSTRIAL ARTS; GRADE 9; *HUMANITIES; INSTRUCTIONAL MATERIALS; CULTURAL ENRICHMENT
*PROJECT CUE

This curriculum guide is for teacher use in course and lesson planning for ninth grade industrial arts. It was developed by Project CUE (Culture, Understanding, Enrichment), a project funded by the U.S. Office of Education, as part of a group of materials designed to integrate and encourage humanities instruction in various subject areas. The original materials were tried in 13 project schools and revised before publication. Thirty lessons were organized under the following headings: (1) Architecture and Construction, (2) Ceramics, (3) Graphic Arts, (4) Industrial Design, (5) Leather, (6) Metalworking, (7) Photography, (8) Textiles, and (9) Woodworking. Each of the lessons provides (1) the titles of instructional materials such as films, pamphlets, or photographs, (2) lesson objectives, (3) a lesson synopsis based on the instructional material, (4) suggested teacher preparation, (5) key terminology, (6) suggested student activities during and following the lesson, and (7) suggested optional intellectual and creative student activities. The designated instructional materials serve as the focus for each lesson and each was selected for a particular cultural purpose which is expressed in the objectives. Also included is a list of sources for the instructional materials. (EM)

VT 002 506
Klabenes, Robert E., And Others
Nebraska Industrial Education Curriculum Guide, Grades 7-12.

Nebraska State Dept. of Education, Lincoln
Nebraska Industrial Education Advisory Committee
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 52p.

*STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS; COURSE OBJECTIVES; CURRICULUM GUIDES; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; *PREVOCATIONAL EDUCATION
NEBRASKA

This curriculum guide is for use in course planning for junior and senior high school industrial education. It was developed by a state advisory committee to provide suggestions for local courses of study. Junior high level course outlines are given for (1) Art Metal, (2) Leathercraft, (3) Plastics, (4) Drafting, (5) Electricity-Electronics, (6) Graphic Arts, (7) Power Mechanics, (8) Metalworking, and (9) Woodworking. Senior high level course outlines are given for (1) Drafting, (2) Electricity-Electronics, (3) Graphic Arts, (4) Metalworking, (5) Power Mechanics, and (6) Woodworking. Supplementary materials include a philosophical statement, program organization charts, and a periodical bibliography. (EM)

VT 002 778 ED 022 849
Erwin, William R., Jr.
Industrial Arts; A Guide for Colorado Schools.

Colorado State Dept. of Education, Denver. Div. of Elementary Secondary Education
EDRS PRICE MF-$1.00 HC-$8.68
Office of Instructional Services, Division of Elementary and Secondary Education, Colorado State Department of Education, Denver, Colorado 80203 ($2.50).
Pub Date - Apr66 215p.

*PROGRAM GUIDES; *CURRICULUM GUIDES; *INDUSTRIAL ARTS; HIGH SCHOOLS; ELEMENTARY SCHOOLS

This program guide is for teacher use in planning and operating a local industrial arts program. It was developed by a committee of the Colorado Industrial Arts Association. The guide presents major concepts and information for a comprehensive program of elementary and secondary industrial arts, and it suggests a variety of educational activities and methods. Major chapters are (1) The Place of Industrial Arts in the General Education Programs, (2) Organization and Administration in the Industrial Arts Classroom, (3) Shop Planning and Maintenance, (4) Safety and Liability, (5) Fundamentals of Design, (6) Student Evaluation, (7) Historic Background and Current Trends in Industrial Arts Education, (8) The General Shop, (9) General Crafts, (10) Basic Electricity and Electronics, (11) Graphic Arts, (12) Mechanical Drafting, (13) General Metals, (14) Power Mechanics, and (15) Woodworking. Most chapters include information, content outlines, photographs of facilities or projects, and an extensive bibliography of references. (EM)

VT 003 035
Ziel, H.R.
Industrial Arts in General Education. Research Report I, 1966.

Alberta Univ., Edmonton. Dept. of Industrial and Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 21p.

*INDUSTRIAL ARTS; *JUNIOR HIGH SCHOOLS; *EXPERIMENTAL PROGRAMS; *PROGRAM DESCRIPTIONS; EXPERIMENTAL GROUPS; CONTROL GROUPS; *CURRICULUM EVALUATION; JUNIOR HIGH SCHOOL STUDENTS; MULTIMEDIA INSTRUCTION
EDMONTON; CANADA

The objectives of this experimental program were to provide (1) an environment where students can reinforce and apply academic disciplines, (2) exploratory experiences in various productive aspects of society, (3) a synthesizing eductional environment, and (4) an introduction to the multiplicity of career opportunities during grades seven through 12. Four program phases were (1) a multiple activity environment involving ceramics, graphic arts, plastics, woods, metals, and electricity, (2) introduction to selected technologies, (3) the role and function of man in an industrially oriented society, and (4) the study of clusters of technologies within a research and development context. Research carried out during the first year's operation was to determine the feasibility of further developmental research. A stratified sample consisted of five experimental and five matched control groups selected on the basis of achievement from grades eight and nine. The experimental treatment was phase one of the program, for one year. Findings included: (1) grade nine low-achieving boys improved in reading, language, and social studies, (2) grade eight average-achieving boys improved in language, (3) grade eight mixed-ability girls improved in mathematics and science, (4) grade nine lowest-achieving boys improved in arithmetic concepts and word and paragraph comprehension, and (5) grade nine high-achieving boys improved in all academic achievement. (EM)

VT 003 271
Industrial Arts Curriculum Planning Guide, Grades 7-12.

Idaho State Dept. of Education, Boise. Div. of Instruction
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 136p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; COURSE DESCRIPTIONS
IDAHO

This guide was developed by a state level committee for use in coordinating and enriching the state's industrial arts programs. Sections I and II provide a philosophy of industrial arts, and present the curriculum from grades 7 through 12. Section III presents descriptions, objectives, and instructional activities for (1) Industrial Arts I covering 1 year of sketching and project planning, plastics, and industrial crafts, (2) Industrial Arts II covering 1 year of drawing, bench metal, electricity, and bench woodwork, (3) Industrial Arts III covering one semester in each of four areas--general drafting, machine woodwork, general metals, and electricity and basic electronics, and (4) Advanced Industrial Arts covering 1-year courses in each of four areas--drafting, woodwork, metals, and electricity and electronics. An outline of the course units, student skills and operations, and related information for each of the 22 courses are provided. Section IV discusses implementation of the curriculum. (EM)

VT 005 128
Saito, Thomas, And Others
Revised Approved Book List, Industrial Arts, Grades K-12.

Hawaii State Dept. of Education, Honolulu. Vocational, Post-High and Adult Education Branch
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov67 62p.

*BIBLIOGRAPHIES; *INDUSTRIAL ARTS; ELEMENTARY GRADES; HIGH SCHOOLS; *TEXTBOOKS; *REFERENCE MATERIALS; *PERIODICALS

This booklist, developed to complement the "Revised Industrial Arts Guide, K-12" and compiled on the basis of a review and evaluation by members of the Approved Book List Committee, includes periodicals, basal or standard textbooks, supplementary textbooks, enrichment books, and professional or technical books classified on three levels according to grades. Items in Level III, grades 9-12, are classified under drafting and design, electricity and electronics, general industrial arts, graphic arts, metals, plastics, power and transportation, research, and development and woods. Professional books recommended for all industrial arts departments and periodicals recommended for all industrial arts teachers and students are listed separately. Of 451 citations, some of which contain multiple items, most were published after 1950. The author, title, publisher, date, general reading level, and price are indicated for the books, and the publisher's address for periodicals. The appendix contains forms for use in nominating and evaluating additional materials for this book list. (EM)

VT 005 593
Introduction to the Technical Cores I and II.

Santana Vocational Technical Center, Calif.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 23p.

*INDUSTRIAL EDUCATION; HIGH SCHOOLS; COURSE OBJECTIVES; OCCUPATIONAL GUIDANCE; *COURSE DESCRIPTIONS; PROGRAM DESCRIPTIONS; CURRICULUM; LABORATORIES; *DISCOVERY LEARNING; *EDUCATIONAL FACILITIES; RESOURCE CENTERS

Technical Core I, a 9th grade course, involves a problem-solving approach in an industrial laboratory setting where only the problems, resources, and guidance are provided. No direct answers are given by the teacher. The problems cover and reinforce basic scientific principles and involve several materials and processes. Technical Core II, a 10th grade course, involves 24 weeks of basic experiences with scientific principles and technical processes, 4 weeks of work on a specific industrial problem, and 8 weeks of work on a second more individualized problem. Courses for grades 11 and 12 are of a vocational or technical nature and upon completion of the facilities will include: (1) electro-mechanical technology, (2) plastics and synthetic technology, (3) industrial drawing and design, (4) instrumentation, (5) power mechanics, (6) electronic assembly technology, (7) electronic technology, (8) auto body reconditioning, (9) building construction technology, and (10) vocational auto shop. During the 4-year program students have access to an individualized occupational guidance program involving testing and educational activities. Student competencies are listed for all courses which are described. (EM)

VT 005 650
State Curriculum Guide for Industrial Arts and Vocational Electricity-Electronics.

Virginia State Dept. of Education, Richmond. Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov67 60p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ELECTRICITY; *ELECTRONICS; HIGH SCHOOLS

This curriculum guide was developed by teachers and supervisors for teacher use in course planning for high school industrial arts and vocational courses in electricity and electronics. Topical course outlines are: (1) Exploratory Electricity-Electronics, 45-90 hours, (2) Fundamental Electricity-Electronics, 180 hours, (3) Vocational Basic Electricity-Electronics, 360 hours, (4) Related Mathematics, 180 hours, (5) Vocational Applied Electronics, 360 hours, and (6) Related Science, 180 hours, (7) Vocational Industrial Electricity, 360 hours. Supplementary materials include a sample instruction unit, facility standards and suggested floor plans, an equipment and tool list, definitions of typical job titles, and a glossary of related educational terms. (EM)

VT 006 236
Drafting Standards Manual. Curriculum Bulletin 290.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.00).
Pub Date - 67 50p.

*MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS; DRAFTSMEN; *DRAFTING; *STANDARDS; HIGH SCHOOLS

This manual is for teacher or student use in high school drafting courses. It was developed by vocational teachers and supervisors to provide an abridged set of standards for high school drafting courses. Standards are organized as follows: (1) Drawing Materials, (2) Reproduction Materials, (3) Drawing Sizes, (4) Drawing Format, (5) Types of Drawing, (6) Quality of Drawings, (7) Views and Sections, (8) Dimensioning, (9) Tolerance, and (10) Surface Finish. The material is to be used as an aid in standardizing the drawings and practices of student draftsmen. The document is printed and profusely illustrated with line drawings and photographs. Supplementary materials include charts giving decimal equivalents, number and letter drill sizes, and millimeter to inch conversions. (EM)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

2

VT 000 323
Wykes, Murray L.
Conduit Bending for Wiremen, Assignment Book.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Vocational Div.
Texas State Joint Apprenticeship and Training Committee for the Electrical Industry
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($.80).
Pub Date - 60 38p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *PRACTICAL MATHEMATICS; ADULT VOCATIONAL EDUCATION; *INDIVIDUAL INSTRUCTION; APPRENTICESHIPS

This study guide is for individual student use in the study of mathematics relating to electrical conduit bending. It was developed by an instructional material specialist and advisers to acquaint the electrician with the mathematics necessary for conduit measurement and bending. Assignment sheets are used to guide the student's study of (1) the terminology of measurement for conduit bending, (2) triangle measurements used for conduit bending, (3) methods of bending conduit and tools used, (4) bending conduit elbows, (5) bending conduit kicks, and (6) bending conduit offsets and saddles. The assignment sheets give introductory information, references, directions, work examinations from the primary textbook, and study questions and problems. The material is to be used by the individual students under teacher direction for 20 hours. The teacher should be a journeyman electrician and the students will usually be journeymen or apprentices employed in the electrical trade. "Conduit Bending for Wiremen, Instructor's Book" (VT 000 324) provides answers to the work examinations and step-by-step solutions to study questions and problems. A study guide (VT 000 325) and an instructor's book (VT 000 326) are also available to direct the electrician's study of electrical meters. (HC)

VT 000 324
Wykes, Murray L.
Conduit Bending for Wiremen, Instructor's Book.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Vocational Div.
Texas State Joint Apprenticeship and Training Committee for the Electric Industry
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($.85).
Pub Date - Oct60 33p.

*TEACHING GUIDES; ANSWER KEYS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *PRACTICAL MATHEMATICS; ADULT VOCATIONAL EDUCATION; APPRENTICESHIPS

This instructor's guide and answer key is for teacher use in directing individual student study of mathematics relating to electrical conduit bending. It was developed by an instructional materials specialist and advisers to acquaint the electrician with the mathematics necessary for conduit measurement and bending. The instruction and answer sheets are keyed to the student assignement sheets and give suggestions for directing student study and step-by-step solutions to work examinations and study questions and problems. It is suggested that problems which provide the greatest difficulty be noted and used as an overall test to determine if the students have gained an understanding of the course content. The material is to be used by the teacher in directing the 20 hours of individual student study. The teacher should be a journeyman electrician and the students will usually be journeymen or apprentices employed in the electrical trade. The student assignment book is VT 000 323. A study guide (VT 000 325) and an instructor's book (VT 000 326) are also available to direct the electrician's study of electrical meters. (HC)

VT 000 325
Wykes, Murray L.
Use of Electric Meters, Assignment Book.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Vocational Div.
Texas State Joint Apprenticeship and Training Committee for the Electric Industry
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($1.35).
Pub Date - Feb61 65p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ELECTRICITY; ADULT VOCATIONAL EDUCATION; *INDIVIDUAL INSTRUCTION; APPRENTICESHIPS

This study guide for individual student use in the study of electric meters was developed by an instructional materials specialist and advisers to develop an understanding of electric meters and their use in test instruments. Assignment sheets are used to direct the student's study of (1) basic principles of meters, (2) current and voltage measurement, (3) resistance measurement, (4) power measurement, (5) instruments for use at power, audio, and R-F frequencies, (6) multi-range and multi-function instruments, (7) vacuum-tube voltmeters, (8) meter applications, and (9) electrical tests and measurements. The assignment sheets give introductory information, references, supplementary information, and study questions. The material is to be used by the individual student under teacher direction for 30 hours. The teacher should be a journeyman electrician and the students will usually be journeymen or apprentices employed in the elctrical trade. "Use of Electric Meters, Instructor's Book" (VT 000 326) provides answers to the study questions. A study guide (VT 000 323) and an instructor's book (VT 000 324) are also available to direct the electrician's study of the mathematics of conduit bending. (HC)

VT 000 326
Wykes, Murrary L.
Use of Electric Meters, Instructor's Book.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Vocational Div.
Texas State Joint Apprenticeship and Training Committee for the Electric Industry
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.00).
Pub Date - May61 78p.

*TEACHING GUIDES; ANSWER KEYS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ELECTRICITY; ADULT VOCATIONAL EDUCATION; APPRENTICESHIPS

This instructor's guide and answer key is for teacher use in directing individual student study of electric meters. It was developed by an instructional materials specialst and advisers. The course objective is to develop an understanding of electric meters and their use in test instruments. The instruction and answer sheets are keyed to the student assignment sheets and give introductory information, suggestions for directing student study, references, supplementary information, and answers to study questions. The material is to be used by the teacher in directing the 30 hours of individual student study. The teacher should be a journeyman electrician and the students will usually be journeymen or apprentices employed in the electrical trade. Supplementary materials include a list of demonstration materials, and a final course examination with answers. The student assignment book is VT 000 325. A study guide (VT 000 323) and an instructor's guide (VT 000 324) are also available to direct the electrician's study of the mathematics of conduit bending. (HC)

VT 000 700
Handbook for Trade and Industrial Teachers. Study Guides 1 and 2.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-1-2
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
Pub Date - 65 145p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *TEACHING; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers in inservice teacher education. It was developed by teacher educators to improve the teaching and evaluation techniques of individual teachers. Units in Part I are: (1) An Introduction to Trade and Industrial Teaching, (2) Planning Your Work as an Instructor, (3) The Teaching Steps, (4) Teaching and Working Relationships, (5) Planning for Your Teaching, (6) Planning for Your Classes--In the Shop, and (7) Planning for Your Classes--In the Related Room. Units in Part II are: (1) The Nature of Vocational Teaching, (2) Selecting and Organizing Teaching Content, (3) Planning and Preparing for a Lesson, (4) Presenting the Lesson, (5) Helping Learners to Develop Skill, (6) Helping Learners Acquire Information, (7) Checking Instruction and Evaluating Learner Progress, (8) Providing for Individual Differences, and (9) Understanding the Learner. Assignment sheets for some units provide study questions and progress records. (EM)

VT 000 751
Sponsoring a Vocational Industrial Club; Shop and Laboratory Organization and Management. Study Guide E-5.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.23).
Pub Date - 64 26p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; INSERVICE TEACHER EDUCATION; *YOUTH CLUBS; *TRADE AND INDUSTRIAL TEACHERS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have no teacher education, or whose teacher training has been in some field other than trade and industrial education. This study guide acquaints the new instructor with aims and objectives, organizational pattern, operation, and function of a Vocational Industrial Club. The assignments are: The Membership Manual, The Initiation Ceremony, The Sponsor's Manual, and The Contest Manual. It was developed by teacher educators and used before preparation of the final edition. (PA)

VT 000 753
Introduction to Vocational Trade and Industrial Teaching, In-Service Training. Study Guide 2.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-2
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.85).
Pub Date - 91p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *TEACHER EDUCATION; *TEACHING METHODS; INSERVICE TEACHER EDUCATION; STUDENT EVALUATION

This study guide is for use by trade and industrial teachers during their initial inservice education. It was developed by teacher educators to improve instruction and evaluation techniques. Units are: (1) The Nature of Vocational Teaching, (2) Selecting and Organizing Teaching Content, (3) Planning and Preparing for a Lesson, (4) Presenting the Lesson, (5) Helping Learners to Develop Skill, (6) Helping Learners Acquire Information, (7) Checking Instruction and Evaluating Learner Progress, (8) Providing for Individual Differences, and (9) Understanding the Learner. The material is to be used by individual teachers under the direction of a teacher educator for 18 weeks. Supplementary materials include seven brief examinations. (EM)

VT 000 754
Relationship of Vocational Instructor to the Community. Study Guide 3.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-3
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.30).
Pub Date - 20p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *COMMUNITY RELATIONS; TEACHER RESPONSIBILITY; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators. The unit covered by this guide treats the teacher's relationship and activities in the local community. It provides background information, reading assignments, a study and discussion outline, and an assignment designed to reinforce learning. It covers common misconceptions about teachers, possible causes of misconceptions regarding teachers, relationship and responsibility to the school, and relationship and responsibility to the community. (EM)

VT 000 755
Techniques of Developing Trade Skills in Students. Study Guide 13.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-13
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210
Pub Date - 19p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; SKILL DEVELOPMENT; *JOB SKILLS; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators to present techniques of teaching trade skills to students. The study and discussion outline covers: (1) development of trade skills, (2) preliminary teacher preparation, (3) demonstrations, (4) student practice, (5) length of practice, (6) speed and quality, (7) the nature of practice work, (8) exercise methods, production methods, and (9) principles of teaching trade skills. An assignment is included. (EM)

VT 000 756
Instruction Sheet Writing. Study Guide 16.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-16
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.80).
Pub Date - 62 46p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; TEACHER DEVELOPED MATERIALS; *INSTRUCTIONAL MATERIALS; MATERIAL DEVELOPMENT; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators to present correct techniques of writing instruction sheets. Seven types of instruction sheets are discussed: Job Sheets, Job Plan Sheets, Operation Sheets, Report Sheets, Trade Technology Sheets, Assignment Sheets, and Standard Answer Sheets. For each sheet the parts are outlined and an example is provided; a final assignment is made. (EM)

VT 000 757
Collecting and Classifying Instructional Materials. Study Guide 18.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-18
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus Ohio 43210 ($.30).
Pub Date - 64 20p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; INFORMATION STORAGE; CLASSIFICATION; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators to present methods of obtaining and classifying teaching aids. Major units are: (1) Sources of Instructional Materials, (2) Filing, Classifying and Indexing Tables, Graphs, Charts, Diagrams, and Other Teaching Aids, (3) Storing and Indexing Models and Demonstration Devices, (4) Classifying, Indexing, and Storing Visual Aids That Are Projected, and (5) Classifying, Storing, and Indexing Reference Books, Pamphlets, Monographs, and Similar Teaching Aids. Also included are assignments and reading references. (EM)

VT 000 758
Organizing and Operating Tool or Storage Rooms. Study Guide 22.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-22
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
Pub Date - 68p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *SCHOOL SHOPS; MANAGEMENT; HAND TOOLS; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers in their inservice education. It was developed by teacher educators to provide information on the planning or re-organizing of tool rooms and storage facilities in school shops. It contains background information, reading assignments, and a study and discussion outline which covers planning, maintaining, housekeeping, requisitioning, and inventorying topics for tool and storage rooms. The appendix gives tool storage layouts and information sheets for tool room clerks. (EM)

VT 000 759
Organizing and Using Shop Personnel Systems. Study Guide 23.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.25).
Pub Date - 17p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *STUDENT LEADERSHIP; SCHOOL SHOPS; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators. The content objectives are to provide an understanding of student personnel systems and to promote the use of such systems. Major units are: (1) Good Results to Be Desired from the Use of Student Personnel Systems, (2) Fields or Areas to Be Supervised by Students, (3) Duties to Be Delegated to Student Supervisors, and (4) Details of Operating a Personnel Organization. These units outline the organization and use of student personnel organization in a school shop for purposes of promoting student leadership. A bibliography of eight references is included. (EM)

VT 000 760
Organizing and Controlling Student Groups. Study Guide 25.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-25
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.20).
Pub Date - 16p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *CLASS MANAGEMENT; INSERVICE TEACHER EDUCATION; DISCIPLINE; *TEACHER EDUCATION

This study guide is for use by trade and industrial teachers during their inservice education. It was developed by teacher educators. The content objective is to provide an understanding of problems involved in dealing with classes and student groups. Major units are entitled, Definitions of "Organizing" and "Controlling," Factors Essential for Organization, Factors Essential for Control, and Analysis of Areas of Organization and Management Problems in Controlling Groups. A list of three references is included. (EM)

VT 000 775
Manual of Standard Formats for Written Instructional Aids.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr65 68p.

MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *INSTRUCTIONAL MATERIALS; *MATERIAL DEVELOPMENT; TEACHER DEVELOPED MATERIALS; *TEACHER EDUCATION

Standard formats for instructional materials in trade and industrial education are presented for teacher use in organizing and planning instruction and for student use in mastering related technology and manipulative skills. They were developed by teacher educators and tested through use. Forms to be used by teachers are a trade analysis, course of study, lesson plan, frequency chart, and progress chart. Forms to be used by students are an operation sheet, job sheet, job plan sheet, assignment sheet, and information sheet. Material for each form includes descriptive paragraphs explaining the how, what, and why of the particular instruction sheet, a sample format of the sheet containing instructions for developing its content, and a blank format sheet. Definitions of terms are included to eliminate the confusion which frequently results when instructors and other vocational educators are unfamiliar with the nomenclature associated with trade and industrial education. (HC)

VT 001 531
Custodian Training.

Modesto Junior College, Calif. Adult Div.
MF AVAILABLE IN VT-ERIC SET.
Adult Division, Modesto Junior College, Modesto, California 95350.
Pub Date - May66 16p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CUSTODIAN TRAINING; *JANITORS; ADULT VOCATIONAL EDUCATION; VOCATIONAL RETRAINING
MDTA PROGRAMS; *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

This guide is for teacher and administrator use in planning a program in custodian training to prepare unemployed persons to meet the performance standards and personal requirements necessary to enter employment as custodians and to perform successfully on a continuing basis in such a position. It was developed by the Modesto Multi-Occupational Project, Adult Education Division, Modesto Junior College and was tested both through use and analysis of resulting data. Project operational procedure information which would be applicable to other programs includes source and selection of trainees, teacher background, time allocations, space and equipment, curriculum development, course offerings, teaching methods, and job placement. Representative subjects studied were (1) responsibilities, security measures, and personal liabilities, (2) flag code, public address systems, reports, (3) classroom cleaning procedure, (4) safety, (5) cafeteria and kitchen care, and (6) summer renovation. A total of 360 training hours are required for the course. The teacher should have custodial experience, and the students should be unemployed men who cannot find appropriate work because of their lack of education and training, or men working less than full time or at a skill below their ability level. The document is mimeographed and is supplemented with comments from Manpower Development and Training Act post-training followup reports. (HC)

VT 002 822
Moe, H.J.; Lasuk, S.R.
Radiation Safety Technician Training Course. Part I. AEC Research and Development Report.

Argonne National Laboratory, Ill. Industrial Hygiene and Safety Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
ANL-6991; TID-4500-43rd-Ed.
Clearinghouse for Federal Scientific and Technical Education, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, Virginia 22151 ($5.00).
Pub Date - Dec64 153p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *RADIATION MONITORS (OCCUPATIONS); RADIATION; SAFETY; ON THE JOB TRAINING; *TECHNICAL EDUCATION; BIBLIOGRAPHIES

Related technical information is presented in this textbook for student use in studying radiation safety. It was developed from written notes prepared for presentation in a training course for industrial hygiene and safety division radiation safety technicians. The sections are (1) Basic Information, (2) Natural Radioactivity, (3) Properties of Alpha, Beta, Gamma, X Rays, and Neutrons, (4) Concepts of Radiation Units and Dose Determinations, (5) Shielding, (6) Biological Effects of Radiation, (7) Background Radiation, (8) Radiation Protection Standards, and (9) Internal Dose Calculations. Each section contains a bibliography. Teachers on the graduate school level with a health physics background may use this material for an indefinite period with technicians training while on the job. The students should have 2 years of college preferably with some science background. (HC)

VT 003 957
Industrial Engineering Technology; Educational Needs of the Technical Worker.

California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 19p.

*TECHNICAL EDUCATION; *ENGINEERING TECHNICIANS; *EDUCATIONAL NEEDS; *CURRICULUM PLANNING; JOB ANALYSIS; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION
INDUSTRIAL ENGINEERING TECHNOLOGY

Industrial engineering technical workers are employed in most large and some small companies performing manufacturing, fabrication, or research and development. A curriculum for these technical workers consists of instruction in technical, scientific, and manipulative areas. However, an analysis of the occupation is necessary to determine the specific curriculum content. Job operational analysis reveals that industrial engineering technical workers spend 45 percent of their work time in performing the unique activities of the industrial engineering field. The proportion of work time spent on other operations includes: (1) supervising, training, and appraising other employees, 12 percent, (2) planning research or production, 14 percent, (3) coordinating production and research functions, 18 percent, and (4) inspecting industrial engineering technical work of others, 11 percent. Subject matter recommendations of industrial spokesmen, given in semester units, are (1) industrial engineering, 10, (2) mathematics, 9, (3) drafting, 6, (4) communications, 16, (5) physical science, 10, and (6) supervision, 6. Surveys indicate that industry expects to recruit a substantial portion of the needed industrial engineering technical workers from those who have completed courses that successfully develop competencies needed for entry level placement. (HC)

VT 004 844 ED 017 725
Brooking, Walter J.
Pretechnical Post High School Programs, A Suggested Guide. Technical Education Program Series No. 12.

Office of Education, Washington, D.C. Div. of Vocational and Technical Education
EDRS PRICE MF-$0.50 HC NOT AVAILABLE FROM EDRS.
OE-80049
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.280:80049, $.45).
Pub Date - 67 75p.

*PROGRAM GUIDES; TECHNICAL EDUCATION; CURRICULUM GUIDES; POST SECONDARY EDUCATION; *PRETECHNOLOGY PROGRAMS; *REMEDIAL PROGRAMS; EDUCATIONAL FACILITIES; PROGRAM PLANNING

The program guide is for school administrator, advisory committee, supervisor, and teacher use in planning developing remedial post-high school pretechnical programs. The basic materials were prepared by the State University of New York Agricultural and Technical College, and the guide was developed by technical education specialists in the Occupations Section of The State Vocational Services Branch, Division of Vocational and Technical Education, U.S. Office of Education. The purpose of the program is to offer an opportunity to post-high school students to overcome their scholastic deficiencies and to meet the requirements for entering a technical program. Program plans are given for students who require all requisite subjects to enter either a physical science and related engineering technology or a biological science based technology, for students who lack only mathematics or science preparation, and for students who lack only physics or chemistry. These programs are designed for two semesters of full-time study. An example of an accelerated one-semester pretechnical program is included. Course outlines are given for (1) Study Skills, (2) Preparatory Communications Skills I and II, (3) Preparatory Mathematics I and II, (4) Preparatory Physics I and II, (5) Preparatory Chemistry I and II, (6) Preparatory Biological Science. Each outline gives the required class and laboratory hours, a course description, major course divisions, a subject matter outline, and a list of texts and references. In addition, the manual provides information on prerequisites for technical curriculums, the need for pretechnical programs, special administrative considerations, and physical facilities and their cost. The appendix includes examples of laboratory exercises in preparatory chemistry and preparatory biological science, and a list of audiovisual materials and references. (HC)

VT 005 489
Robertson, Von H.
Suggested Course Outline for Vocational Printing.

New Mexico State Dept. of Vocational Education, Santa Fe. Trade and Industrial Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 225p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PRINTING; HIGH SCHOOLS

This curriculum guide is for teacher use in planning a course in vocational printing at the high school level. Its contents include: (1) course objectives, (2) course outlines, (3) 49 assignment sheets, (4) 37 operation sheets, (5) 16 lesson plans, (6) seven information sheets, (7) five job sheets, and (8) three tests. It was designed for a one or two year course involving 360 to 540 hours. The teacher should have trade experience. Students should have had elementary typing, English, mathematics, and graphic arts. Supplementary materials include a progress chart, a text and reference bibliography, a source list of audio visual aids, and an equipment and supply list. (EM)

VT 005 506
Wykes, Murray L.
National Electrical Code Study. Assignment Book.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Industrial Education Div.
Texas State Joint Apprenticeship and Training Committee for the Electrical Industry
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($1.40).
Pub Date - Oct61 102p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ELECTRICITY; ADULT VOCATIONAL EDUCATION; *INDIVIDUAL INSTRUCTION

This guide is for individual student use in the study of the National Electric Code (NEC). It was developed by an instructional materials specialist and advisers. The course objective is to develop an understanding of the National Electric Code by applying it in actual electrical work. The 28 lessons covering various requirements of the NEC and the use of these requirements in the everyday work of the electricians include (1) Conduit Wiring, (2) Overcurrent Protection, (3) Code on Garages, (4) Hazardous Locations, and (5) Job Estimate and Work Sheet Layout. Each lesson assignment sheet gives the lesson subject, purpose, introductory information, references, directions, and questions. Questions and problems whhich present the most difficulty in each lesson are to be used to form a comprehensive course examination. There are four required books and one recommended reference book for the course. The suggested time allotment is 40 classroom hours. The teacher should be a journeyman electrician, and the students will usually be apprentice and journeyman electricians employed in the trade. The instructor's guide (VT 005 505) gives the answers to the study guide questions. (HC)

VT 005 509
Course in Carpentry. Volume I.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($3.00)
Pub Date - 68 299p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CARPENTERS; ADULT VOCATIONAL EDUCATION; *APPRENTICESHIPS

This study guide was developed for use by classes or individual carpentry apprentices. It contains 47 lessons under these topics: (1) The Apprentice Carpenter and His Trade, (2) Carpentry Mathematics, (3) Pre-Job Planning and Blueprint Reading, (4) The Plot Plan, and (5) Foundations and Floors. Each related instruction lesson provides introductory information, an assignment, and study questions. The assignments are made from 12 texts, 6 of which the individual apprentice should have. The others are necessary classroom references. The guide was designed for 144 hours of instruction conducted by a qualified journeyman. Supplementary materials include 38 architectural schematics or detail drawings, a blueprint reading guide, and a glossary of abbreviations used on architectural drawings. (EM)

VT 005 541
Gerish, Veronica M.; Poniatowski, Stephen
Theory of Beauty Culture. Volume I.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey, 08903 ($2.25).
Pub Date - Jan68 313p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGISTS; *HYGIENE; HIGH SCHOOLS

Students in a 2-year vocational high school course providing training for an occupation in the beauty culture industry may use this text which was developed by cosmetology instructors and tested in a cosmetology shop for 2 years. The introductory unit covers rules and regulations, professional ethics, personality and hygiene, safety and terms. The second unit on bacteriology and sterilization describes bacterial types, their growth, infections, and methods of sterilization. Unit three contains information on the nature of hair, its analysis and disorders. Nails, their composition and structure are discussed in unit four. The skin, its functions, composition and disorders, are the consideration of unit five. The twenty unit course also considers human anatomy and physiology, and the skills used in shop work. The document contains a glossary, bibliography, and achievement tests for all units. The contents are illustrated with photographs and drawings. (FP)

VT 005 559
Seafood Processing; Crab Picking. Course Outline.

North Carolina State Board of Education, Raleigh. Vocational Technical Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 17p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SEAFOOD; *FOOD PROCESSING OCCUPATIONS; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; ILLUSTRATIONS; SKILL DEVELOPMENT

This pictorial course outline is for student use in learning work habits that will train or retrain him for occupational entry in the crab picking process of the seafood industry. The material was developed by William Pugh, a commercial artist, and was tested on class participants. Suggested time allotment is forty hours in the vocational training class in coastal fishing areas. The teacher should give group instruction and supervision to encourage proficiency to the point where each step will be automatic. Objectives of the course are to develop work habits necessary for removal of quality meat from the whole crab, and to understand the requirements of the health department. The content stresses sanitation and the picking procedure via line drawings and brief written directions. (FP)

VT 005 655 ED 021 072
Automotive Diesel Maintenance 1. Unit 1, General Introduction to Diesel Engines.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.52
PTAM-1-1
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 29Sep65 36p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

One of a 30-module course designed to upgrade the job skills and technical knowledge of diesel engine maintenance mechanics, this material was developed by industrial training and subject-matter specialists and tested in industrial training situations. The purpose of this first unit is to provide an introduction to diesel engines by developing an understanding of the differences between diesel and gasoline engines, diesel engine components, and diesel operation. The module consists of an instructor's guide, transparencies and a list of suggested supplementary materials for 2 hours of group instruction, trainee text material, and self-instructional branch programed training film "Diesel Automotive Maintenance--General Introduction" for self-paced individual instruction using an electronic tutor. A reproduction of the training film with program branching information is included so that it may be developed as printed material for use without the electronic tutor. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 656 ED 021 073
Automotive Diesel Maintenance 1. Unit II, Maintaining the Air System--Detroit Diesel Engines.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.50 HC-$2.40
PTAM-1-2
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 27Sep65 58p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine air system. Topics are (1) Operation and Function, (2) Air Cleaner, (3) Air Shut-Down Housing, (4) Exhaust System, (5) Blower, (6) Turbocharger, and (7) Trouble-Shooting Tips on the Air System. The module consists of a self-instructional branch programed training film "Diesel Automotive Maintenance--Detroit Diesel Air System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 657 ED 021 074
Automotive Diesel Maintenance 1. Unit III, Maintaining the Fuel System--Detroit Diesel Engine.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.84
PTAM-1-3
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 29Sep65 44p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine fuel system. Topics are (1) Purpose of the Fuel System, (2) Tracing the Fuel Flow, (3) Minor Components of the Fuel System, (4) Maintenance Tips, (5) Construction and Function of the Fuel Injectors, and (6) Troubleshooting Tips. The module consists of a self-instructional branch programed training film "Maintaining the Fuel System--Detroit Diesel" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 658 ED 021 075
Automotive Diesel Maintenance 1. Unit IV, Maintaining the Cooling System--Detroit Diesel Engines.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.72
PTAM-1-4
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 6Oct65 41p.

*STUDY GUIDES; *TEACHING GUIDES; TRANSPARENCIES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine cooling system. Topics are Purpose of the Cooling System, Care Maintenance of the Cooling System, Cooling System Components, and Troubleshooting Tips. The module consists of a self-instructional branch programed training film "Diesel Automotive Maintenance--Heat Transfer" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 659 ED 021 076
Automotive Diesel Maintenance, Unit V, Maintaining the Lubrication System--Detroit Diesel Engine.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.68
PTAM-1-5
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 1Oct65 40p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; TRANSPARENCIES; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; *DIESEL ENGINES

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine lubrication system. Topics are Lube Oils Used, Maintenance of the Lubrication System, and Crankcase Ventilation Components. The module consists of a self-instructional branch programed training film "Basic Engine Lubricant Characteristics" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 660 ED 021 077
Automotive Diesel Maintenance 1. Unit VI, Maintaining Mechanical Governors--Detroit Diesel Engines.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.76
PTAM-1-6
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 4Oct65 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; FILMS; PROGRAM INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of mechanical governors used on diesel engines. Topics are (1) Types of Governors and Engine Location, (2) Governor Applications, (3) Limiting Speed Mechanical Governor, (4) Variable Speed Mechanical Governor, and (5) Constant Speed Mechanical Governor. The module consists of a self-instructional branch programed training film "Mechanical Principles of Governor Operation" a other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 661 ED 021 078
Automotive Diesel Maintenance 1. Unit VII, Engine Tune-Up--Detroit Diesel Engine.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.50 HC-$2.44
PTAM-1-7
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 11Oct65 59p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of tune-up procedures for diesel engines. Topics are Scheduling Tune-Ups, and Tune-Up Procedures. The module consists of a self-instructional branch programed training film, "Engine Tune-Up--Detroit Diesel Engine" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 662 ED 021 079
Automotive Diesel Maintenance 1. Unit VIII. Engine Components--Part I.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.32
Am-1-8
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 1Oct65 56p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; MOTOR VEHICLES; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the construction and maintenance of diesel engine cylinder heads and cylinder assemblies. Topics are Cylinder Assembly (Liners), Cylinder Heads, Valves and Valve Mechanisms, and Pistons and Piston Rings. The module consists of a self-instructional branch programed training film "Engine Components--Part I" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 663 ED 021 080
Automotive Diesel Maintenance 1. Unit IX, Engine Components.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.86
AM-1-9
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 29Dec65 45p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; MOTOR VEHICLES; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the construction, function, and maintenance of diesel engine crankshafts, camshafts, and associated bearings. Topics are Shafts and Bearings, Camshafts, Bearings and Their Maintenance, and Detecting Failure. The module consists of a self-instructional branch programed training film "Engine Components--Part II" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, program training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 664 ED 021 081
Automotive Diesel Maintenance 1. Unit X, Use of Measuring Tools in Diesel Maintenance.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.16
AM-1-10
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 3Jan66 52p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; *MEASUREMENT INSTRUMENTS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the precision measuring tools used in diesel engine maintenance. Topics are (1) Linear Measure, (2) Measuring with Rules and Tapes, (3) Getting Precision with Micrometers, (4) Dial Indicators, (5) Tachometers, (6) Torque Wrench, (7) Thickness (Techer) Gage, and (8) Valve Repair Equipment. The module consists of a self-instructional branch programed training film "Use of Measuring Tools in Diesel Maintenance" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 665 ED 021 082
Automotive Diesel Maintenance 1. Unit XI, Part I--Maintaining the Fuel System (Part I), Cummins Diesel Engines, Part II--Unit Replacement (Engine).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.08
AM-1-11
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 31Jan66 50p.

*STUDY GUIDES; *TEACHING GUIDES; TRANSPARENCIES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the differences between two and four cycle engines, the operation and maintenance of the diesel engine fuel system, and the procedures for diesel engine removal. Topics are (1) Review of Two Cycle and Four Cycle Concept, (2) Some Basic Characteristics of Four Cycle Engines, (3) The Cummins Fuel System, (4) Preparation for Removal, and (5) Unit Removal. The module consists of a self-instructional branch programed training film "Understanding Basic Hydraulics in Relation to Cummins Fuel Pumps" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 666 ED 021 083
Automotive Diesel Maintenance 1. Unit XII, Part I--Maintaining the Fuel System (Part II), Cummins Diesel Engine, Part II--Unit Installation (Engine).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.60
AM-1-12
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 24Feb66 38p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine fuel system and the procedures for diesel engine installation. Topics are Fuel Flow Characteristics, PTG Fuel Pump, Preparation for Installation, and Installing Engine. The module consists of a self-instructional branch programed training film "Principles of Torch Cutting" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 667 ED 021 084
Automotive Diesel Maintenance 1. Unit XIII, I--Maintaining the Fuel System (Part III), Cummins Diesel Engines, II--Radiator Shutter System.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.50 HC-$2.40
AM-1-13
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 15Mar66 58p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the construction, operation, and maintenance of the diesel engine fuel and radiator shutter systems. Topics are (1) More About the Cummins Fuel System, (2) Calibrating the PT Fuel Pump, (3) Calibrating the Fuel Injectors, (4) Understanding the Shutter System, (5) The Shutter, (6) Shutter Control Cylinder, and (7) Shutter Control Valve. The module consists of a self-instructional branch programed training film "Operation of the Cummins PT Fuel System Components" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and electronic tutor may be rented or purchased. (HC)

VT 005 668 ED 021 085
Automotive Diesel Maintenance 1. Unit XIV. I--Maintaining the Air System, Cummins Diesel Engine, II--Unit Removal--Transmission.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.92
AM-1-14
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 19Apr66 46p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; MOTOR VEHICLES; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operating principles and maintenance of the diesel engine air system and the procedures for transmission removal. Topics are (1) Definition of Terms Related to the Diesel Air System, (2) Principles of Diesel Air Compressors, (3) Principles of Air Starting Motors, (4) Servicing Cummins Air System Components, (5) Preparation for Removal (Transmission), and (6) Unit Removal. The module consists of a self-instructional branch programed training film "Understanding the Diesel Air System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenence 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 669 ED 021 086
Automotive Diesel Maintenance 1. Unit XV, I--Maintaining the Cooling System, Cummins Diesel Engine, II--Unit Installation--Transmission.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.72
AM-1-15
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 26Apr66 41p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; MOTOR VEHICLES; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the function and maintenance of the diesel engine cooling system and the procedures for transmission installation. Topics are (1) Importance of the Cooling System, (2) Cooling System Components, (3) Evaluating Cooling System Failures, (4) Caring for the Cooling System, (5) Preparation for Installation (Transmission), and (6) Installing Transmission. The module consists of a self-instructional branch programed training film "Principles of Diesel Engine Cooling Systems" and other materials. See VT 005 655 for futher information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685 - VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. (HC)

VT 005 670 ED 021 087
Automotive Diesel Maintenance 1, Unit XVI, I--Use and Care of Small Hand Tools, II--Principles of the Power Divider.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$2.00
AM-1-16
Human Engineering Institute, Headquaters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 441155 (rental $1.75 per week).
Pub Date - 9May66 48p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; KINETICS

This module of a 30-module course is designed to develop an understanding of small hand tools used in diesel engine maintenance and the operating principles and maintenance of power dividers (gear boxes) used in diesel engine power distribution. Topics are (1) Understanding Torque and How It Is Measured, (2) Repairing and Replacing Threaded Fasteners, (3) Understanding the Operating Principles (Power Dividers), and (4) Power Divider Removal. The module consists of a self-instructional branch programed training film "Principles and Applications of Basic Machines" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 671 ED 021 088
Automotive Diesel Maintenance 1. Unit XVII, I--Maintaining the Lubrication System--Cummins Diesel Engine, II--Unit Installation and Removal--Drive Lines.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$2.24
AM-1-17
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 24May66 54p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; KINETICS

This module of a 30-module course is designed to develop an understanding of the diesel engine lubrication system and the procedures for removal and installation of the drive line used in diesel engine power distribution. Topics are (1) Prolonging Engine Life, (2) Functions of the Lubricating System, (3) Tracing the Lubricant Flow, (4) Determining Lubrication System Failures, (5) Maintaining Lubrication System Components, (6) Learning About Oil Tests, (7) Field Testing of Oil, (8) Drive Line Description, (9) Removal of Drive Line, and (10) Troubleshooting (Drive Line). The module consists of a self-instructional branch programed training film "Understanding Diesel Engine Lubrication Systems" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 672 ED 021 089
Automotive Diesel Maintenance 1. Unit XVIII, I--Understand Engine Gears and Gearing Principles, II--Mack Inter-Axle Power Divider.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$2.00
AM-1-18
Human Engineering Institue, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 16Jun66 48p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; KINETICS

This module of a 30-module course is designed to develop an understanding of diesel engine gears and gearing principles and the operating principles and maintenance of power dividers (gear boxes) used in diesel engine power transmission. Topics are (1) The Purpose of the Engine Gears, (2) Inspecting for Gear Failures, (3) Inspecting for Shaft Failures, (4) Using Snap Rings to Positions Gears or Bearings, (5) Operating Principles (Power Divider), and (6) Repairing the Mack Power Divider. The module consists of a self-instructional branch programed training film "Understanding Gears and Gear Ratios" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655- VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 673 ED 021 090
Automotive Diesel Maintenance 1. Unit XIX, I--Engine Tune-Up--Cummins Diesel Engine, II--Front End Suspension and Axles.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.44
AM-1-19
Human Engineering Institutue, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 19Jul66 34p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTOMMECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of diesel engine tune-up procedures and the design of front end suspension and axles used on diesel engine equipment. Topics are (1) Pre-Tune-Up Checks, (2) Timing the Engine, (3) Injector Plunger and Valve Adjustments, (4) Fuel Pump Adjustments on the Engine (PTR and PTG), (5) History of Front Axles, and (6) Axle Loads. The module consists of a self-instructional branch programed training film "Principles of Tune-Up--Cummins Diesel Engine" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 674 ED 021 091
Automotive Diesel Maintenance 1. Unit XX, Cummins Diesel Engine, Maintenance Summary.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.44
AM-1-20
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 21Jul66 34p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to provide a summary of the reasons and procedures for diesel engine maintenance. Topics are What Engine Break-In Means, Engine Break-In, Torquing Bearings (Template Method), and The Need for Maintenance. The module consists of a self-instructional branch programed training film "Cummins Diesel Engine Maintenance Summary" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684.,Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 675 ED 021 092
Automotive Diesel Maintenance 1. Unit XXI, I--Maintaining the Air System--Caterpillar Diesel Engine, II--Understanding Rear End Suspension.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.80
AM-1-21
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio (rental $1.75 per week).
Pub Date - 9Aug66 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine air system and rear axle suspension used on diesel powered vehicles. Topics are (1) Air Induction and Exhaust System, (2) Valve Mechanism, (3) Troubleshooting the Air System, (4) Purpose of Vehicle Suspension, (5) Tandem Drive Axle Suspension, and (6) Compressed Nitrogen Cylinder Suspension System. The module consists of a self-instructional branch programed training film "Maintaining The Air Intake and Exhaust Systems--Caterpillar Diesel Engine" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 685. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 676 ED 021 093
Automotive Diesel Maintenance 1. Unit XXII, I--Maintaining the Fuel System (Part I)--Cummins Diesel Engine, II--Understanding the Differential.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.40
AM-1-22
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 13Aug66 33p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; KINETICS

This module of a 30-module course is designed to develop an understanding of the function and maintenance of the diesel engine fuel system and differential drive units used in diesel powered vehicles. Topics are (1) Fuel System Comparisons, (2) Fuel System Supply Components, (3) Fuel Supply Section Maintenance, (4) Function of the Differential, (5) Construction of the Differential, and (6) Differential Removal. The module consists of a self-instructional branch programed training film "Understanding the Caterpillar Fuel System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, program training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 677 ED 021 094
Automotive Diesel Maintenance 1. Unit XXIII, I--Maintaining the Fuel System, Part II--Caterpillar Diesel Engine, II--Understanding Steering Systems.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$0.80
AM-1-23
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75).
Pub Date - 16Aug66 18p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine fuel injection system and the steering system of diesel powered vehicles. Topics are Fuel Injection Section, and Description of the Steering System. The module consists of a self-instructional Branch programed training film "Understanding the Caterpillar Fuel System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 1" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 678 ED 021 095
Automotive Diesel Maintenance 1, Unit XXIV, I--Maintaining the Fuel System Part III--Caterpillar Diesel Engines, II--Understanding the Voltage Regulator/Alternator.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.04
AM-1-24
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 16Aug66 25p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine fuel and battery charging system. Topics are (1) Injection Timing Controls, (2) Governor, (3) Fuel System Maintenance Tips, (4) The Charging System, (5) Regulating the Generator/Alternator, and (6) Charging System Service Precautions. The module consists of a self-instructional branch programed training film "Understanding the Caterpillar Fuel System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 679 ED 021 096
Automotive Diesel Maintenance 1. Unit XXV, I--Caterpillar Diesel Engine Cooling System D-8 and 824 Models, II--Tires and Tire Hardware.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.40
AM-1-25
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 16Sep66 33p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of the diesel engine cooling system and to provide a description of heavy tires and wheels used on diesel powered vehicles. Topics are (1) Theory of the Cooling System, (2) Cooling System Components, (3) Maintenance Tips (Cooling System), (4) General Description (Tires), (5) Liquid Filled Tires, (6) Tire Maintenance, and (7) Prolonging Tire Life. The module consists of a self-instructional branch programed training film "Caterpillar Diesel Engine Cooling System" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 680 ED 021 097
Automotive Diesel Maintenance 1. Unit XXVI, I--Caterpillar Lubrication Systems and Components, II--Learning About Brakes (Part I).

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.36
AM-1-26
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 1Sep66 36p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the functions of diesel engine lubrication systems and components and the principles of operation of brake systems used on diesel powered vehicles. Topics are (1) The Need for Oil, (2) Service Classification of Oils, (3) Caterpillar Lubrication System Components, (4) Principle of Operation (Brakes), (5) Brake Friction Principle, (6) Brake Control System, and (7) Inspection of Brakes. The module consists of a self-instructional branch programed training film "Caterpillar Lubrication Systems and Components" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 681 ED 021 098
Automotive Diesel Maintenance 1. Unit XXVII, I--Caterpillar Starting (Poney) Engine (Part I), II--Learning About Brakes (Part II).

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.88
AM-1-27
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 23Sep66 45p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the construction and operation of diesel engine starting engines and brake systems used on diesel powered vehicles. Topics are (1) General Description, (2) Operation, (3) Combustion Space and Valve Arrangement (Starting Engines), (4) Types of Brakes, and (5) Double Actuated Drum Brakes. The module consists of a self-instructional branch programed training film "Caterpillar Diesel Starting Engine" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 682 ED 021 099
Automotive Diesel Maintenance 1. Unit XXVIII, I--Caterpillar Starting (Poney) Engine (Part II), II--Understanding More About Starting Devices.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.04
AM-1-28
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 5Oct66 24p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to develop an understanding of the operation and maintenance of diesel engine starting engines. Topics are (1) Starting Engine Magneto (Wico), (2) Magneto Maintenance, (3) Spark Plugs, (4) General Description (Starting Devices), (5) Operation (Starting Devices), (6) Lubrication (Starting Devices), (7) Periodic Checks and Adjustments, and (8) Cranking Motor Drive Checks. The module consists of a self-instructional branch programed training film "Caterpillar Diesel Starting Engine" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 683 ED 021 100
Automotive Diesel Maintenance 1. Unit XXIX, Reviewing the Construction of Engine Components.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.24
AM-1-29
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 13Oct66 30p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 30-module course is designed to provide a review of the construction and operation of diesel engine components. Topics are Stationary Parts, Engine Moving Parts, Piston Rings, and Connecting Rods and Piston Pins. The module consists of an instructor's guide, transparencies, a list of suggested supplementary materials, and trainee text material. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material and transparencies may be rented or purchased. (HC)

VT 005 684 ED 021 101
Automotive Diesel Maintenance 1. Unit XXX, I--Caterpillar Diesel Engine Maintenance Summary. II--Reviewing Facts About Alternators.

Human Engineering Institute, Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.72
AM-1-30
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 11Nov66 41p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; EQUIPMENT MAINTENANCE; MOTOR VEHICLES; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 30-module course is designed to provide a summary of diesel engine maintenance factors and a review of diesel engine alternator operation. The seven sections cover diesel engine troubleshooting and the operation, testing, and adjusting of alternators. The module consists of a self-instructional branch programed training film "Summarizing Caterpillar Engines" and other materials. See VT 005 655 for further information. Modules in this series are available as VT 005 655-VT 005 684. Modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 685 ED 021 102
Automotive Diesel Maintenance 2. Unit I, Understanding Mechanical Clutches.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.92
AM-2-1
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 7Dec66 46p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *EQUIPMENT MAINTENANCE; KINETICS; MOTOR VEHICLES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

One of a 25-module course designed to upgrade the job skills and technical knowlege of diesel maintenance mechanics, this material was developed by industrial training and subject-matter specialists and tested in industrial training situations. The purpose of this first unit is to develop an understanding of components, operation, and adjustments of the different types of mechanical clutches used on diesel powered vehicles. The module consists of an instructor's guide, transparencies, and a list of suggested supplementary materials for 2 hours of group instruction, trainee text material, and a self-instructional branch programed training film "Learning About Mechanical Clutches" for self-paced individual instruction using an electronic tutor. A reproduction of the training film with program branching information is included so that it may be developed as printed material for use without the electronic tutor. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transaprencies, program training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 686 ED 021 103
Automotive Diesel Maintenance 2. Unit II, Mechanical Transmission.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.76
AM-2-2
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio

44115 (rental $1.75 per week).
Pub Date - 7Mar67 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; KINETICS; MOTOR VEHICLES

This module of a 25-module course is designed to develop an understanding of the operation and maintenance of mechanical transmissions used on diesel powered vehicles. Topics are (1) Purpose of Transmissions, (2) Ratio Difference, (3) Constant Mesh Transmissions, (4) Four-Speed Truck Transmission Power Flow, and (5) Transmission Troubleshooting. The module consists of a self-instructional programed training film "Understanding Mechanical Transmissions" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 687 ED 021 104
Automotive Diesel Maintenance 2. Unit IV, Auotomatic Transmissions--Hydraulics (Part II).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.12
AM-2-4
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 30Mar67 51p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *HYDRAULICS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; INDIVIDUAL INSTRUCTION; PROGRAMED INSTRUCTION; INSTRUCTIONAL FILMS; KINETICS

This module of a 25-module course is designed to develop an understanding of the operation and maintenance of valves utilized in hydrualic transmissions used on diesel powered vehicles. Topics are (1) Reviewing Facts About Pumps, (2) Using Valves for Control, (3) Troubleshooting Procedures on Relief Valves, (4) Using Directional Control Valves, and (5) Flow Control Valves. The module consists of a self-instructional programed training film "Understanding Directional Control Valves" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 688 ED 021 105
Automotive Diesel Maintenance 2. Unit III, Automatic Transmissions--Hydraulics (Part I).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.84
AM-2-3
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 9May67 44p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *HYDRAULICS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; MOTOR VEHICLES; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; EQUIPMENT MAINTENANCE; KINETICS

This module of a 25-module course is designed to introduce basic hydraulic principles and provide an understanding of hydraulic transmissions used in diesel powered vehicles. Topics are Why Use Hydraulics, Reviewing Basic Physics Laws in Relation to Hydraulics, Understanding the Hydraulic System, and Developing a Basic Hydraulic System. The module consists of a self-instructional programed training film "Basic Hydraulics" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 689 ED 021 106
Automotive Diesel Maintenance 2. Unit V, Automatic Transmissions--Torque Converter.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.04
AM-2-5
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 15May67 49p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; KINETICS; MOTOR VEHICLES

This module of a 25-module course is designed to develop an understanding of the operation and maintenance of torque converters used on diesel powered vehicles. Topics are (1) Fluid Couplings (Location and Purpose), (2) Principles of Operation, (3) Torque Converters, (4) Torqmatic Converter, (5) Three Stage, Three Element Torque Converter, and (6) Torque Converter Maintenance and Troubleshooting. The module consists of a self-instructional programed training film "Learning About Torque Converters" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 690 ED 021 107
Automotive Diesel Maintenance 2. Unit VI, Automatic Transmissions--Planetary Gearing.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.48
AM-2-6

Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 12Aug67 35p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; KINETICS; MOTOR VEHICLES

This module of a 25-module course is designed to acquaint the trainee with the operation of planetary gears in automatic transmissions used on diesel powered vehicles. Topics are (1) Purpose of Planetary Gearing, (2) Power Transmission Through a Planetary System, (3) Hydramatic Transmission, (4) Hydraulic System, and (5) Gear Failure and Lubrication. The module consists of a self-instructional programed training film "Understanding Planetary Gearing in Relation to Automatic Transmissions" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 691 ED 021 108
Automotive Diesel Maintenance 2. Unit VII, Automatic Transmissions--Allison, Torqumatic Series 5960 and 6060 (Part I).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$0.92
AM-2-7
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 13Apr67 21p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; MOTOR VEHICLES; KINETICS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to develop an understanding of the operation and maintenance of specific models of automatic transmissions used on diesel powered vehicles. Topics are (1) General Specification Data, (2) Options for Various Applications, (3) Road Test Instructions, (4) Identification and Specification Data, (5) Allison TC-500 Series Converter, (6) Converter Hydraulic System, and (7) Maintaining the Converter. The module consists of an instructor's guide, transparencies, and trainee text material. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material and transparencies may be rented or purchased. (HC)

VT 005 692 ED 021 109
Automotive Diesel Maintenance 2. Unit VIII, Automatic Transmissions--Allison Torqumatic Series 5960, 6060, and 8860 (Part II).

Human Engineering Inst., Cleveland, Ohio

EDRS PRICE MF-$0.25 HC-$1.60
AM-2-8
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 10May67 38p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; MOTOR VEHICLES; KINETICS; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to develop an understanding of the operation and maintenance of specific models of automatic transmissions used on diesel powered vehicles. Topics are (1) General Description, (2) Optional Equipment, (3) Transmission Power Flow (Splitter Section), (4) Transmission Power Flow (Range Section), (5) Inspection and Maintenance, and (6) Troubleshooting the Transmission. The module consists of a self-instructional programed training film "Learning About the Allison Torqumatic Hydraulic System (Part I)" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 693 ED 021 110
Automotive Diesel Maintenance 2. Unit IX, Automatic Transmissions--Hydraulic System (Part I).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.56
AM-2-9
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 2Jun67 37p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *HYDRAULICS; MOTOR VEHICLES; KINETICS; EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to develop an understanding of the oil flow within hydraulic transmissions used on diesel powered vehicles. Topics are General Description, Hydaulic Circuits, and Brake Hydraulic Circuit and Operation. The module consists of a self-instructional programed training film "Learning About Allison Torqumatic Hydraulic System (Part II)" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 694 ED 021 111
Automotive Diesel Maintenance 2. Unit X, Automatic Transmissions--Hydraulic Systems (Part II).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.76
AM-2-10
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 10May67 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; HYDRAULICS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; MOTOR VEHICLES; KINETICS; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to provide a summary of maintenance procedures for automatic transmissions used on diesel powered vehicles. Topics are (1) Checking the Hydraulic System, (2) Servicing the Hydraulic System, (3) Examining the Range Control Valve, (4) Examining the Lock-Up and Flow Valve, (5) Examining the Main Regulator Valve, (6) Examining the Brake Valve, and (7) Dual Path Transmission Principle. The module consists of a self-instructional programed training film "Summarizing Mechanical and Automatic Transmissions" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 695 ED 021 112
Automotive Diesel Maintenance 2. Unit XI, Introduction to Electrical Maintenance for Off-Highway Vehicles.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.76
AM-2-11
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 8Aug67 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *ELECTRICAL SYSTEMS; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to familiarize the trainee with the fundamentals of electricity and magnetism as they relate to diesel powered equipment. Topics are (1) Fundamentals of Electricity and Magnetism, (2) Electromagnetic Fields, (3) Magnetic Force on a Conductor, (4) Electromagnetic Induction, (5) Ohm's Law, (6) Meter Movements, and (7) Glossary of Terms. The module consists of a self-instructional programed training film "Understanding the Fundamentals of Electricity and Magnetism" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 696 ED 021 113
Automotive Diesel Maintenance 2. Unit XII, Learning About Battery Servicing and Testing (Part I).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.76
AM-2-12
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 7Sep67 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); EQUIPMENT MAINTENANCE; *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; MOTOR VEHICLES; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to develop an understanding of the construction and maintenance of lead-acid storage batteries used on diesel powered equipment. Topics are (1) Battery Components and Construction, (2) Chemical Action in Batteries, (3) The Battery and the Charging Circuit, (4) Battery Charging Voltage, (5) Effects of State of Charge on Battery Charging Voltage and Charging Rates, (6) Effects of Temperature on Battery Charging Voltage and Charging Rates, and (7) Terminology. The module consists of a self-instructional programed training film "Automotive Batteries I--Introduction to the Lead-Acid Storage Battery" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 697 ED 021 114
Automotive Diesel Maintenance 2. Unit XIII, Battery Service and Testing Procedures--Part II.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.88
AM-2-13
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 8Sep67 45p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; MOTOR VEHICLES; EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to familiarize the trainee with procedures for servicing lead-acid storage batteries used on diesel powered equipment. Topics are (1) Electrolyte and Specific Gravity, (2) Battery Charging, (3) Storage Battery Types and Design, (4) Battery Capacity Ratings, (5) Battery Installation, Servicing, and Testing, (6) Factors Affecting Battery Life, and (7) Safety Precautions. The module consists of a self-instructional programed training film "Automotive Batteries II--Battery Servicing and Testing Procedures" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 698 ED 021 115
Automotive Diesel Maintenance 2. Unit XIV, Understanding DC Generator Principles.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.92
AM-2-14
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 6Sep67 46p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to develop an understanding of the operating principles of direct current generators used on diesel powered equipment. Topics are (1) What Is a Generator and Its Use, (2) Shunt Generator Principles, (3) Power and Ratings of a Generator, (4) Armature Reaction, (5) What Is Polarity, (6) Two Generator Circuits, and (7) Application of Generators on the Job. The module consists of a self-instructional programed training film "DC Generators I--Introduction to DC Generator Principles" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 68655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 699 ED 021 116
Automotive Diesel Maintenance 2. Unit XV, Understanding DC Generator Principles (Part II).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$2.00
AM-2-15
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 12Sep67 48p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module ourse is designed to develop an understanding of maintenance procedures for direct current generators used on diesel powered equipment. Topics are Special Generator Circuits, Generator Testing, and Generator Polarity. The module consists of a self-instructional programed training film "DC Generators II--Generator Testing Procedures" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 700 ED 021 117
Automotive Diesel Maintenance 2. Unit XVI, Learning About AC Generator (Alternator) Principles (Part I).

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.75
AM-2-16
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 9Sep67 42p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to develop an understanding of the operating principles of alternating current generators used on diesel powered equipment. Topics are Reviewing Electrical Fundamentals, and Operating Principles of Alternators. The module consists of a self-instructional programed training film "AC Generators I--Understanding Alternator Principles" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 701 ED 021 118
Automotive Diesel Maintenance 2. Unit XVII, Learning About AC Generator (Alternator) Principles (Part II).

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.72
AM-2-17
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 5Oct67 41p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to develop an understanding of the operating principles and the servicing and testing procedures for alternating current (AC) generators and regulators used on diesel powered equipment. Topics are Review of Alternator Principles, Alternator Servicing and Testing, Alternator Regulator Operating Principles, and Periodic Regulator Servicing and General Troubleshooting of the Charging System. The module consists of a self-instructional programed training film "AC Generators II--Regulator and Field Relay Operating Principles and Alternator Testing" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 702 ED 021 119
Automotive Diesel Maintenance 2. Unit XVIII, Alternator and Regulator Servicing and Testing, and an Introduction to Transistor Regulators.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$2.16
AM-2-18
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 26Sep67 54p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed as a review of the operating principles and servicing procedures for generators and as an introduction to transistor controlled voltage regulation for generators used on diesel powered equipment. Topics are (1) Review of Generator Principles, AC and DC, (2) Servicing and Testing Alternators, and (3) Introduction to Transistor Regulators. The module consists of a self-instructional programed training film "Introduction to Transistors and Transistor Controlled and Transistorized Regulators" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 703 ED 021 120
Automotive Diesel Maintenance 2. Unit XIV, Learning About Cranking Motors.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$1.80
AM-2-19
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 3Oct67 43p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); DIESEL ENGINES; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; ELECTRICAL SYSTEMS; MOTOR VEHICLES

This module of a 25-module course is designed to develop an understanding of the operating principles of cranking motors used on diesel powered equipment. Topics are (1) Cranking Motors, (2) Motor Principles, (3) Cranking Motor Circuits, (4) Types of Cranking Motor Drives, and (5) Cranking Motor Solenoid Circuits. The module consists of a self-instructional programed training film "Learning About Cranking Motors" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 704 ED 021 121
Automotive Diesel Maintenance 2. Unit XX, Troubleshooting Electrical Systems.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.84
AM-2-20
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 20Oct67 44p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to acquaint the trainee with troubleshooting procedures for diesel engine electrical systems. Topics are (1) Troubleshooting Electrical Systems (Introduction), (2) Tools and Instruments for Troubleshooting, (3) The Battery, (4) Periodic Battery Servicing, (5) The DC Charging System, (6) Periodic Regulator Servicing, (7) The Wiring Circuit, (8) General Troubleshooting of the Charging System, (9) The AC Charging System, (10) The Cranking System (Electrical), and (11) General Troubleshooting of the Cranking System. The module consists of a self-instructional programed training film "Troubleshooting Electrical Systems (Introduction to Basic and General Procedures)" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 705 ED 021 122
Automotive Diesel Maintenance 2. Unit XXI, Michigan/Clark Transmission--Complete Power Train.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.32
AM-2-21
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 22Sep67 31p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); KINETICS; MOTOR VEHICLES; ADULT VOCATIONAL EDUCATION; DIESEL ENGINES; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; *EQUIPMENT MAINTENANCE

This module of a 25-module course is designed to develop an understanding of a specific power train system used on diesel powered equipment. Topics are Examining The Power Flow, Unit Oil Flow, and Oil Pressure in the Converter and Transmission System. The module consists of a self-instructional programed training film "Understanding the Michigan/Clark Power Train" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 706 ED 021 123
Automotive Diesel Maintenance 2. Unit XXII, Michigan/Clark Transmission--Converter/Transmission.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$00.25 HC-$2.24
AM-2-22
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 22Sep67 54p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; KINETICS; MOTOR VEHICLES

This module of a 25-module course is designed to develop a detailed understanding of a specific power converter and transmission used on diesel powered equipment. Topics are A Closer Look at the Converter, Converter Assembly and Installation, Transmission Function, and Transmission Shifting. The module consists of a self-instructional programed training film "Michigan/Clark Transmission--Transmission and Converter Function" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for"Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684 The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 707 ED 021 124
Automotive Diesel Maintenance 2. Unit XXIII, Michigan/Clark Transmission--Hydraulic Shift.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.88
AM-2-23
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 25Sep67 45p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; KINETICS; MOTOR VEHICLES

This module of a 25-module course is designed to develop an understanding of the shifting and control and functions of a specific transmission used on diesel powered equipment. Topics are Mechanical and Hydraulic Shifting, and Oil Flow Through the Control Valve. The module consists of a self-instructional programed training film "Michigan/Clark Transmission--Mechanical and Hydraulic Shift and Oil Flow Through the Valves and Control Cover Assembly" and other materials. See VT 005 685 for furthur information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 708 ED 021 125
Automotive Disel Maintenance 2. Unit XXIV, Michigan/Clark Transmission--Oil Flow Through the Control Cover Assembly.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$ 0.56
AM-2-24
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 21Sep67 12p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; KINETICS; DIESEL ENGINES; MOTOR VEHICLES; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; TRANSPARENCIES; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION

This module of a 25-module course is designed to develop an understanding of the servicing procedures for the control system of a specific transmission used on diesel powered equipment. Topics are Examing the Control Cover Assembly, Regulating Valve and Safety Valve, and Inspecting the System. The module consists of a self-instructional programed training film "Michigan/Clark Transmission--Mechanical and Hydraulic Shift and Oil Flow Through the Valves and Control Cover Assembly" and other materials. See VT 005 685 for further information. Modules in this series are available as VT 005 685-VT 005 709. Modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, transparencies, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 709 ED 021 126
Automotive Diesel Maintenance 2. Unit XXV, Michigan/Clark Transmission--Troubleshooting.

Human Engineering Inst., Cleveland, Ohio
Minnesota State Dept. of Education, St. Paul. Vocational Education
EDRS PRICE MF-$0.25 HC-$1.60
AM-2-25
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 19Oct67 38p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *EQUIPMENT MAINTENANCE; KINETICS; DIESEL ENGINES; MOTOR VEHICLES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

This module of a 25-module course is designed to develop an understanding of troubleshooting procedures for a specific transmission used on diesel powered equipment. Topics are (1) Preliminary Checks, (2) Pressure and Oil Flow Checks, (3) Troubleshooting Tables, (4) Troubleshooting Vehicles Under Field Conditions, and (5) Analyzing Unacceptable Inspection Results. The module consists of a self-instructional programed training film "Michigan/Clark Transmission--Troubleshooting" and other materials. See VT 005 685-VT 005 709. modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-005 684. The 2-year program outline for "Automotive Diesel Maintenance 1 and 2" is available as VT 006 006. The text material, programed training film, and the electronic tutor may be rented or purchased. (HC)

VT 005 736
Information for the Preparation of the Program of Instruction.

California Univ., Berkeley. Div. of Vocational Education
California State Dept. of Education, Sacramento. Trade-Technical Teacher Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 44p.

*TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; PROGRAM GUIDES; COURSE ORGANIZATION; *MATERIAL DEVELOPMENT

Directions for style and format of trade and technical programs of instruction are presented to assist teachers in organizing course content and in providing course information to students, parents, advisory committee members, prospective employers, and school administrators. The general format for a program outline in Part I includes the Title Page, Objectives of the Course, Table of Contents, Overview Information for Total Format, Visual Aids, and Bibliography. Part II contains examples of (1) Lesson Analysis, (2) Assignment Sheets, (3) Information Sheets, (4) Job Operation or Procedure Sheet, (5) Experiment Sheets, (6) Trade Appreciation Sheets, (7) Demonstration Sheets, (8) Film Guides, (9) Field Trips, (10) Bulletin Board Data Sheets, (11) Sketch Sheets, and (12) Definition of Terms. (DM)

VT 005 846
Faris, Kamil J.
Practical Electricity in Refrigeration and Air Conditioning. Part I.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers-The State Univ., New Brunswick, N.J. Curriculum Laboratory
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.50).
Pub Date - Mar68 258p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *REFRIGERATION MECHANICS; APPLIANCE REPAIRING; *AIR CONDITIONING; REFRIGERATION; *ELECTRICITY; GRADE 11

This study guide is for student use in trade and industrial courses for refrigeration and air conditioning maintenance and repair. It was developed by vocational teachers and used in local schools for two years before publication. Included are 145 lessons, 30 job sheets, and 13 essay tests under these major topics: (1) Shop Adjustment, (2) Safety, (3) Compressors, (4) Motors, (5) Electric Power, (6) Fuses, (7) Motor Compressor Components, (8) Capacitors, and (9) Relays. Each lesson gives an educational objective, instructional information, illustrations, and study questions. Each job sheet gives an objective, a tool list, a material list, and task procedures. The material is to be used by 11th grade male students under teacher supervision for one term. The teacher should have appropriate trade experience and certification. The document is profusely illustrated with schematics, line drawings, and photographs. (EM)

VT 005 865
Suggested Course Outline for Vocational Electricity.

New Mexico State Dept. of Vocational Education, Santa Fe. Trade and Industrial Div.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Division, Department of Vocational Education, State Department of Education, 139 South Castillo Street, Santa Fe, New Mexico 87501 (no charge).
Pub Date - 140p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ELECTRICIANS; *ELECTRICAL SYSTEMS; GRADE 11; GRADE 12

This curriculum guide is for teacher use in planning courses for juniors and seniors in a vocational electricity program. It was developed by vocational teachers within a larger curriculum development project to improve student competency relative to installation and maintenance of residential, commercial, industrial, and distribution electrical systems. The contents include (1) a topical outline, (2) assignment sheets, (3) lesson plans, (4) information sheets, (5) student progress charts, (6) a text, reference, and film bibliography, and (7) a list of materials and shop equipment. The teacher should be a high school graduate with trade experience. Students should be high school juniors and seniors with a drafting and mathematics background who also have an interest in an electrical occupations goal. The document is printed and illustrated with line drawings. (EM)

VT 006 006
Automotive Disel Maintenance. Program Outline.

Human Engineering Inst., Cleveland, Ohio
EDRS PRICE MF-$0.25 HC-$0.96
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 (rental $1.75 per week).
Pub Date - 1Mar68 22p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION), *DIESEL ENGINES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; MOTOR VEHICLES; EQUIPMENT MAINTENANCE

Informational topics covered in the text materials and self-instructional branch programed training films for a 2-year, 55 module program in automotive diesel maintenance are given. The 30 modules for "Automotive Diesel Maintenance 1" are available as VT 005 655-VT 005 684, and the 25 modules for "Automotive Diesel Maintenance 2" are available as VT 005 685-VT 005 709. (HC)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 003 715
Curricular Information Sheet: Advancing with the Technologies.

Oregon Technical Inst., Klamath Falls.
Oregon State Board of Higher Education, Eugene
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug 64 38p.

*CURRICULUM; *OCCUPATIONAL INFORMATION; *TECHNICAL EDUCATION; ASSOCIATE DEGREES; TECHNICAL INSTITUTES; *TECHNICAL OCCUPATIONS; EDUCATIONAL OPPORTUNITIES
OREGON TECHNICAL INSTITUTE

This document consists of 18 curricular information sheets, one for each of the technologies: auto mechanics, auto tune-up and instrumentation, diesel, accounting, office machines, secretarial, structural design, machine processes, small arms processes, welding, highway, surveying, electronics, drafting, mechanical, medical, medical x-ray, and dental assisting. Each sheet explains the nature of the occupation, qualifications of students, curricular requirements, employment opportunities, salary, fringe benefits, and presents information about the various programs available, physical facilities, tuition, and sources of information about financial assistance. Associate degrees in engineering, the applied sciences, and medical technology are awarded to students graduating in curriculums in the technologies. (JK)

VT 003 716
Course Outlines.

Vermont Technical Coll., Randolph Center
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun65 132p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *ENGINEERING TECHNICIANS; *AGRICULTURAL TECHNICIANS; TECHNICAL EDUCATION; JUNIOR COLLEGES; CURRICULUM

This collection of course outlines was developed by a committee of local department heads for use in a technical institute. The occupational focus is on two-year associate degree programs for engineering and agricultural technicians. Brief outlines included cover: (1) 20 courses in Agricultural Technology, (2) 10 courses in Electrical and Electronics Engineering Technology, (3) three courses in Engineering Graphics, (4) four courses in General Education, (5) 14 courses in Highway Engineering Technology, (6) 11 courses in Instrumentation Technology, (7) three courses in Mathematics, (8) 15 courses in Mechanical Engineering Technology, and (9) three courses in Physics. Each outline gives (1) course number and title, (2) hours per week for recitation, laboratory, and study, (3) prerequisites, (4) course objectives, (5) student texts, (6) references, and (7) outline of course content. The teachers should be engineering graduates. This document is dittoed. (EM)

VT 004 369
Gray, Kenney; Lauderdale, Ken
Vocational-Technical Occupational Guide.

Mississippi State Dept. of Education, Jackson. Vocational and Technical Div.
MF AVAILABLE IN VT-ERIC SET.
Vocational Guidance Publication 1
Pub Date - Sep66 51p.

*JUNIOR COLLEGES; *VOCATIONAL EDUCATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION; TECHNICAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; *EDUCATIONAL OPPORTUNITIES; *CURRICULUM; SALARIES; EMPLOYMENT OPPORTUNITIES; ADMISSION CRITERIA; TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL INFORMATION
MISSISSIPPI

Prepared for high school guidance and counseling purposes, this document provides a compilation of vocational and technical education opportunities in 17 Mississippi junior colleges. Course descriptions, course prerequisites, salary ranges, and employment opportunities are given for dairy management, farm equipment, forestry, horticulture, livestock production technology, data processing, secretarial science, distribution, hospital housekeeping, nurse aide, nursing unit management assistant, operating room assistant, practical nursing, aircraft maintenance technology, auto body repair, auto mechanics, barbering, building construction technology, cosmetology, diesel mechanics, drafting and design, electric motor repair, electric appliance repair, electrical trades, electronic technology, farm equipment mechanics, industrial electricity, machine shop, mechanical technology, office machine repair, offset printing, radio and television repair, refrigeration and air conditioning, small gasoline engine repair, television production, watchmaking, and welding. The brochure is illustrated with photographs. (JM)

VT 004 705
Industrial Cooperative Training Programs, A Handbook for Coordinators.

Minnesota State Dept. of Education, St. Paul. Trade and Industrial Unit
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 95p.

*PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; GRADE 11; GRADE 12; *COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; ADMINISTRATOR RESPONSIBILITY; TEACHER RESPONSIBILITY; *PROGRAM ADMINISTRATION

In industrial cooperative training programs, students in the last 2 years of high school who have reached their 16th birthday are placed on jobs in business and industrial establishments and in the trades represented in the community for a minimum of 15 hours per week. High school credit is given for work experience obtained on real jobs on the same basis as if it had been obtained in a school shop. The school, in turn, provides related instruction based specifically on the occupation in which the student is working. Other high school courses are taken by the student to complete the high school requirements. This manual has been developed as a handbook for program coordinators and provides information on responsibilities, regulations, and procedures for program operation. The chapter titles are (1) The Industrial Cooperative Training Programs, (2) The Coordinator and His Responsibilities, (3) The High School Administrator's Responsibility, (4) Federal and State Regulations, (5) Selecting Student-Learners for the Industrial Co-op Programs, (6) Selecting Training Agencies, (7) Placement of Student-Learners, (8) Student's School and Job Schedule, (9) Advisory Committee, (10) The Classroom, (11) Teaching Related Material, (12) Supervising Students on the Job, (13) Grading and Promoting Student Learners, and (14) Evaluation of the Program. Supplementary materials include sample forms and a coded list of occupational titles for which training may be offered in the trade and industrial education cooperative training program. (HC)

VT 005 410 ED 023 824
Sybouts, Ward
Instructors Guide for Using Simulated Materials to Instruct School Administrators in the Area of Occupational Education.

Nebraska Univ., Lincoln. Dept. of Educational Administration
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$1.12
Pub Date - 67 26p.

*SIMULATION; *TEACHING GUIDES; *VOCATIONAL EDUCATION; PROGRAM EVALUATION; MATERIAL DEVELOPMENT; ADMINISTRATOR RESPONSIBILITY; *ADMINISTRATIVE PERSONNEL; *SCHOOL ADMINISTRATION

To prepare school administrators to exert more effective leadership in conceptualizing, analyzing, organizing, and administering public school vocational and technical programs, simulated materials were developed in the form of three "in-baskets" which consecutively communicate an awareness of the need of a more comprehensive program, provide knowledge about occupational preparation, and require application of the awareness and knowledge gained. The materials were designed to utilize the setting of the simulated community and school district described in VT 005 411. The simulated materials were tested by 48 students in an 8-week block program in a graduate course for administrators and in a 5-day workshop. The use of simulated materials was effective in increasing knowledge and producing favorable attitudes. Guidelines for using simulation suggest clearly that the instructor (1) identify objectives, (2) become thoroughly familiar with the materials, (3) use small groups to facilitate student interaction, (4) encourage active participation of all students, (5) permit the student freedom to explore alternatives, (6) phrase questions to stimulate discussion, (7) use role playing, (8) provide immediate and meaningful followup activities which require the student to face the problem and confront the consequences of a decision, (9) allow adequate time to consider materials, and (10) be aware that simulation is not a panacea. (JK)

VT 005 411 ED 023 825
Sybouts, Ward; Tobiska, Kenneth
The Madison School-Community: Abbreviated Background Materials.

Nebraska Univ., Lincoln. Dept. of Educational Administration
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$0.92
Pub Date - 67 21p.

*SIMULATION; *INSTRUCTIONAL MATERIALS; *SCHOOL ADMINISTRATION; *VOCATIONAL EDUCATION; *SCHOOL DISTRICTS

The manual describes a simulated community and school district and is to be used with the "in-baskets" (VT 006 654) produced by the University Council of Educational Administration (UCEA) and those produced by the University of Nebraska in conjunction with the UCEA. The "Instructor's Guide for Using Simulated Materials to Instruct School Administrators in the Area of Occupational Education" (VT 005 410) is a related document. (JK)

VT 005 711 ED 019 521
ES '70 Report Number 1.

EDRS PRICE MF-$0.25 HC-$0.56
Pub Date - May67 12p.

*EXPERIMENTAL CURRICULUM; CURRICULUM DEVELOPMENT; *HIGH SCHOOL CURRICULUM; *PROGRAM DEVELOPMENT; *INDIVIDUALIZED PROGRAMS; BEHAVIORAL OBJECTIVES; INDIVIDUALIZED CURRICULUM; NETWORKS; *INTEGRATED CURRICULUM; SYSTEMS DEVELOPMENT; ORGANIZATION; ARTICULATION (PROGRAM)
*ES 70; *ORGANIC CURRICULUM

Educational System for the Seventies (ES '70) is a program for developing a new comprehensive secondary school curriculum and organization which will: (1) provide an individualized education for each student, (2) be relevant to the adult roles which he will play, (3) be economically practical within available public resources, (4) be based on behavioral and related sciences, (5) employ suitable systems of school organization, (6) utilize appropriate educationally oriented technology, (7) be locally planned and directed, (8) be nationally coordinated, (9) be financed by federal, state, and local funds, and (10) be designed for ultimate availability to all school systems. The ES '70 program will have direct funding by the U.S. Office of Education (USOE) with additional funds from cooperating public and private agencies. The program resulted from initial planning by the USOE and a meeting of 15 school district superintendents May 1967 which established an Executive Committee of four superintendents to guide the planning, organization, and conduct of the program. Local program coordinators, one nominated by each participating district superintendent, were to be paid by USOE starting in the fall of 1967. Responsibilities of the Bureau of Research organizational structure of the participating schools network, and executive committee functions are discussed. Progress reports will be continued throughout the 5-year project. The Executive Committee Meeting, July 1967, is reported in VT 005 712, and Coordinator's Workshop, August 1967, and the Network Conference, September 1967, are reported in VT 005 713. (MM)

VT 005 712 ED 019 522
ES '70 Report Number 2.

EDRS PRICE MF-$0.25 HC-$0.52
Pub Date - Aug67 11p.

*INTEGRATED CURRICULUM; *EXPERIMENTAL CURRICULUM; *HIGH SCHOOL CURRICULUM; CURRICULUM DEVELOPMENT; *PROGRAM DEVELOPMENT; BEHAVIORAL OBJECTIVES; *INDIVIDUALIZED PROGRAMS; INDIVIDUALIZED CURRICULUM; NETWORKS; SUMMER WORKSHOPS; COORDINATORS
*ES 70; *ORGANIC CURRICULUM

In a July 1967 meeting, the Educational System for the Seventies (ES '70) Executive Committee (1) reviewed the plans for the Summer Workshop for Local ES '70 Program Coordinators to be held in August 1967, (2) reviewed the list of 15 participating school systems: Bloomfield Hills, Michigan, Mineola, New York, San Mateo, California, Monroe, Michigan, Quincy, Massachusetts, Portland, Oregon, Duluth, Minnesota, Mamaroneck, New York, Boulder, Colorado, Houston, Texas, Willingboro, New Jersey, Atlanta, Georgia, Ft. Lauderdale, Florida, Philadelphia, Pennsylvania, and Baltimore, Maryland, (3) reported meetings with state educational authorities and encouraged local schools to establish working relationships with universities in their areas, (4) discussed contracts and financing, and (5) considered the initial draft of a Program Evaluation and Review Technique (PERT) schedule for the 5-year ES '70 Program. The appendixes include the proposed plans for the coordinator workshop, a list of the participating school systems, and their superintendents and coordinators, and a report of the Curriculum Advisory Committee Meeting in June 1967. The Committee discussed the problem of developing a catalog of specific behavioral objectives for ES '70, establishment of regional service centers to responsibilities, Project PLAN in which individualized instruction is contemplated, and the use of Air Force training materials in ES '70. "ES '70 Report Number 3" (VT 005 713) reports the Coordinators Workshop, August 1967, and the Network Conference, in September 1967. (MM)

VT 006 649
Beam, H.E.; Clary, J.R.
Introduction to Vocations. Teacher's Guide.

North Carolina Dept. of Public Instruction, Raleigh. Div. of Vocational Education
North Carolina State Univ., Raleigh. School of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jul68 246p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; JUNIOR HIGH SCHOOLS; *ORIENTATION MATERIALS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES

To assist students in developing plans regarding their occupational and educational futures, this teacher's guide was developed and tested in 240 high schools. Purposes are to help students: (1) develop a realistic self-concept and self-appraisal, (2) understand and appreciate changing employment patterns and opportunities, (3) understand the basic processes of production, processing, and distribution, and the importance of human relations and ingenuity, (4) become acquainted with the major occupational fields, and (5) develop desirable attitudes toward work. The course outline includes: (1) Relating One's Physical Characteristics, Educational Experiences, Aspirations, Interests, Aptitudes, Personality and Abilities to Occupations, (2) Relating Our Economic System to Occupations and to Us, (3) Exploring Manual and Mechanical Occupations, (4) Exploring Clerical, Sales, and Service Occupations, (5) Exploring Professional, Technical, and Managerial Occupations, and (6) Evaluating and Planning Ahead. Each unit contains a brief introductory statement, major learning outcomes, content and concepts to be learned, instructional goals, minimum acceptable level of student performance, a topical outline, suggestions for teaching-learning activities, discussion questions and activities, and references and materials. (DM)

VT 006 654 ED 023 868
Sybouts, Ward; Norton, M. Scott
Madison Public Schools, Secondary Curriculum. In-Basket. Part I-III.

Nebraska Univ., Lincoln. Dept. of Educational Administration
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$2.28
Pub Date - 8Mar68 55p.

*INSTRUCTIONAL MATERIALS; *SIMULATION; ADMINISTRATOR RESPONSIBILITY; *VOCATIONAL EDUCATION; *ADMINISTRATIVE PERSONNEL; *SCHOOL ADMINISTRATION

The simulated instructional materials are miscellaneous communications which might appear in a high school principal's "in-basket." The student is instructed to carry out whatever activity he perceives as indicated. The purpose of the materials is explained in "Instructor's Guide for Using Simulated Materials to Instruct School Administrators in the Area of Occupational Education" (VT 005 410). Another related document is "The Madison School-Community--Abreviated Background Materials" (VT 005 411). (JK)

VT 006 773 ED 022 061
Organization and Operation of a Local Program of Vocational Education.

New York State Univ., Buffalo. Western New York School Study Council
*Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$3.92
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
Pub Date - 68 96p.

*VOCATIONAL EDUCATION; *PROGRAM GUIDES; *PROGRAM PLANNING; PROGRAM ADMINISTRATION; HIGH SCHOOLS; POST SECONDARY EDUCATION; PROGRAM DESIGN; ADVISORY COMMITTEES; STUDENT NEEDS; EDUCATIONAL LEGISLATION; SCHOOL COMMUNITY RELATIONSHIP; TECHNOLOGICAL ADVANCEMENT; PRACTICAL ARTS; EDUCATIONAL OBJECTIVES; ADMINISTRATOR ROLE; EDUCATIONAL FINANCE; EDUCATIONAL RESEARCH; EDUCATIONAL FACILITIES; INSTRUCTIONAL IMPROVEMENT; PROGRAM EVALUATION; PERSONNEL SELECTION; LEADERSHIP

This document is intended as a guide for persons who have major responsibilities for developing new programs of vocational and technical education under public sponsorship at local levels. It is also written for use by teachers in all types of vocational programs, guidance personnel, and teacher educators who are preparing vocational teachers and leaders. Chapter titles are: (1) The Purpose and Scope of the Publication, (2) Vocational Education in a Time of Rapid Technological Change, (3) Legislation Promoting and Supporting Vocational Education, (4) The Goals and Purposes of Vocational Education at the Local Level, (5) Planning the Local Program of Vocational Education, (6) Determining the Scope and Nature of the Program, (7) The Effective Use of Advisory Services, (8) Vocational Education and Related Services, (9) The Job of the Local Administrator of Vocational Education, (10) Leadership in Vocational Education, (11) Manning the Program with Effective Personnel, (12) Financing the Local Program of Vocational Education, (13) The Improvement of Instruction, (14) The Vocational Student, (15) Providing Facilities and Equipment for the Program, (16) The Role of the Practical Arts in Vocational Education, (17) Evaluating the Program, and (18) The Vocational Leader and Research. (MM)

OTHER RESOURCES SECTION

VT 005 759 ED 020 441
Abstracts of Instructional Materials in Vocational and Technical Education, Summer 1968.

Ohio State Univ., Columbus. Center for Vocational Education
EDRS PRICE MF-$0.75 HC-$7.08
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43212 ($2.75).
Pub Date - 68 174p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: agricultural, business and office, distributive, health occupations, home economics, industrial arts, technical, trade and industrial, general vocational and technical education, and other resources. An author index, document number index, and subject indexes are provided. Of the 196 documents listed, 187 are available as a separate microfiche set from the ERIC Document Reproduction Service VT 005 760). Others are available from the source identified in the abstract. (EL)

VT 006 925 ED 022 064
AIM-ARM Annual Index, 1967-68.

Ohio State Univ., Columbus. Center for Vocational Education
EDRS PRICE MF-$0.50 HC-$5.04
Pub Date - 68 124p.

*INSTRUCTIONAL MATERIALS; *INDEXES (LOCATERS); *VOCATIONAL EDUCATION; *EDUCATIONAL RESEARCH; *TECHNICAL EDUCATION; CLEARINGHOUSES; RESOURCE MATERIALS

Cumulative indexes to the four issues of Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the four issues of Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) published September 1967 through Summer 1968 are provided in this annual publication. Researchers, supervisors, teacher educators, education specialists, administrators, and teachers may use this document as a tool in searching by author or by subject for materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Sections included in both AIM and ARM indexes include: (1) Personal and Institutional Authors Index, (2) Vocational-Technical (VT) Number, Issue, and Page Number Index, (3) Conversion of Document Number Index, and (4) Subject Index. (DM)

VT 007 238 ED 022 971
Microfiche Collection of Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Fall 1968.

Ohio State Univ., Columbus. Center for Vocational Education
EDRS PRICE MF-$38.50 HC NOT AVAILABLE FROM EDRS.
Pub Date - 68 10,751p.

*INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

Documents announced in the Fall 1968 issue of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), but not announced in "Research in Education," are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) a VT number list of 7 documents which were listed in AIM but are not in the microfiche collection, with a list of addresses from which these documents are available, (4) the author and subject index from AIM, and (4) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (BS)

VT 007 437 ED 023 936
Abstracts of Instructional Materials in Vocational and Technical Education, Fall 1968.

Ohio State Univ., Columbus. Center for Vocational Education
EDRS PRICE MF-$0.75 HC-$7.48
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43212 ($2.75).
Pub Date - 68 185p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

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[1] A cumulative list of instructional laboratories and agencies that have printed copies of materials for sale.

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